



The way you get paid is changing!

Individual ProviderOne (IP1) is your new payroll system. Soon, you will no longer use SSPS to get paid. Before the new system starts, you will get a lot of information in the mail, and you'll have a chance to learn more about how to report the tasks and time you worked.

Two (2) months before the new system begins:

- You will receive a packet in the mail with the following items:
 - A form you will use to tell IP1 that your information is correct (name, address, etc.). *Return this by mail or go online to make changes*
 - A welcome letter with information about the new system
 - Phone numbers for the IP1 call center available in 13 languages
 - Direct Deposit forms. *Return by mail or go online*
 - Basic written training materials

- You will be able to log on to the IP1 website to do the following:
 - Create your user profile and password
 - Check to see if information about you is correct (like your name and address)
 - Select your preferred language
 - Set up Direct Deposit
 - Fill out tax information

Less than one month before the new system begins you will receive a training packet containing a complete set of training material along with a schedule of trainings you can attend in person.

Closer to the beginning of the new system, you will receive a set of paper timesheets for each of your clients.

Where can I learn more?

- Regularly visit our website at www.IPOne.org to:
 - Learn the most up to date news about this change,
 - View translated brochure and flyer,
 - Get an early look at the different ways you can bill for the time you have worked
- Email: IPCommunications@hca.wa.gov

**Please do not contact SSPS.
They cannot answer your questions about the new system.**