

HEMOCARE WORKERS

Submitting Your Timesheet/Voucher Via a Secure Email

HCWs have the option to send vouchers to the local office through email. However, the voucher must be sent securely. Please note, taking a picture or using a smart phone app to scan the voucher is not considered secure.

When submitting a secure email to an Aging & People with Disabilities (APD) local office, please use one of the following options:

1. Create a free secure email account through <https://www.sendsafely.com>
2. Sign up to use the APD secure portal by clicking the link:
<https://secureemail.dhsoha.state.or.us/encrypt>

For both options click the link below to find APD office email address for your secure email. Link:

<http://www.dhs.state.or.us/spd/tools/cm/homecare/APD%20AAA%20OPI%20Email%20Addresses%20for%20Voucher%20Submissions%20201013.xlsx>

When submitting a secure email to a AAA or Oregon Project Independence office, please use one of the following options:

1. Create a free secure email account through <https://www.sendsafely.com>

Click the link below to find an APD office email address for your secure email or to request the local office to send a secure email to you. Link:

<http://www.dhs.state.or.us/spd/tools/cm/homecare/APD%20AAA%20OPI%20Email%20Addresses%20for%20Voucher%20Submissions%20201013.xlsx>

Additional options for submitting your timesheet voucher:

- Mail.
- Dropbox, where available.
- Drop off at local office.
- Secure fax.