

# HOMECARE 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 and People with Disabilities (APD) local office, please use one of the following options:

- Sign up to use the APD secure portal by clicking the link: <https://secureemail.dhsoha.state.or.us/encrypt>
- 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%20201109.xlsx>

When submitting a secure email to an Area Agency on Aging (AAA) or Oregon Project Independence (OPI) office, please use one of the following options:

- Create a free secure email account through <https://www.sendsafely.com>
- Click the link below to find a AAA or OPI 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%20201109.xlsx>

### SendSafely Free Account Tips

- *Only submit one voucher at time to avoid going over your size limit.*
- *File Size is 50 MB*
- *Your voucher can only be sent to one recipient—the local APD/AAA office. This means you cannot copy yourself or another email address when submitting your voucher to the local office.*

### Additional options for submitting your timesheet voucher:

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