



To: Children's Personal Care Services Employers
Date: March 28, 2024
Re: Legally Responsible Adult Online Submission Portal

Attention: As of **March 27, 2024**, any CPCS LRA forms will have the ability to be submitted to our Online LRA Submission Portal.

The link to this is: <https://arissolutions.org/fms-payment-submission/>

FMS Payment Submission

This content is password protected and only approved for specific submissions. To view it, please enter your password below. You should have received your new password from ARIS via USPS. If you have not, please call our Customer Service Team at 1.800.798.1658.

Password:

Once you have arrived at this page, you will be prompted to enter a password.
Your password will be: **ArisSubmission%4409**

Then, enter your first and last name, select your state and choose your LRA file for upload.

Name (Required)

First Last

Address (Required)

Select State

Timesheet File (Required)

No file chosen

Accepted file types: .jpg, .jpeg, .jpe, .jif, .jfi, .jfif, .bmp, .gif, .png, .raw, .pdf, Max. file size: 100 MB.

Upon submission, you will receive a unique confirmation number for that LRA submission. Record this number on your document. If you have any questions about your submission, please contact us using this confirmation number by calling our Customer Service team at 1-800-798-1658. Our Customer Service team is available Monday through Friday from 8:00 a.m. to 4:00 p.m. eastern time.

Thank you!!

Financial Management Support Empowering Independent Lives.

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www.arissolutions.org



Legally Responsible Adults: Online Submission Portal Frequently Asked Questions

ARIS Solutions has introduced an online submission platform for Children's Personal Care Legally Responsible Adult invoices.

Please use this Frequently Asked Questions sheet for instructions.

What is the web address to access the new online submission portal?

<https://arissolutions.org/fms-payment-submission/>

Am I required to submit through the online submission portal?

No, forms can be submitted by mail.

Can I submit an employee's timesheet through the online submission portal?

No. Employee timesheets are not currently accepted through the online submission portal. If a timesheet is submitted, it will remain unpaid, and returned to you, the employer.

Who can submit the LRA form?

The LRA form can be submitted by the individual authorized to receive the Legally Responsible Adult payment.

What is the password to access the online submission portal?

Password:

The password is: **ArisSubmission%4409**

What name do I enter in the "name" fields during my submission?

Name (Required)

First Last

The name on the submission must be for the individual receiving the payment.

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How many Legally Responsible Adult Payment Forms can be attached in one submission?

One. If you have multiple forms, attach one form to each submission.

Is there an email confirmation?

No. A unique confirmation code will appear on your screen once an LRA form has been successfully submitted.

Do I need to keep the unique confirmation code provided?

Yes, write the unique code on the original document. If you have questions about your submission, ARIS staff will ask for this code.

Do I need an account to access the new online portal?

No! The online submission portal does not require an account to access. If you have been asked for log-in information, then you have likely arrived at our electronic timesheet option. If you are interested in enrolling in e-timesheets, please reach out to our Customer Service team for assistance.

What is the deadline for my online portal submission?

The deadline for a submission through the online portal is 12pm the Monday before the pay date.

What happens if the LRA is sent after the deadline?

If the LRA form is received late, ARIS will process the submission on the next regularly scheduled CPCS pay date.

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