SUBMITTING PAPER TIMESHEETS

Clients in the New Mexicare Program have the ability to submit hours through the FMS Payment Submission Portal at https://arissolutions.org/fms-payment-submission/. If submitting your timesheet this way, **the deadline to submit is the Monday before payroll, no later than midnight EST**.

1. Take a picture or scan your completed paper timesheet to your computer or phone to be attached to your timesheet submission.

2. On the ARIS Solutions website (www.arissolutions.org), select the "**Resources and Tools**" menu in the top bar of the main page. Hovering over the menu heading will display a dropdown menu, and you will need to select "**FMS Payment Submission**". You can also simply visit https://arissolutions.org/fms-payment-submission/.
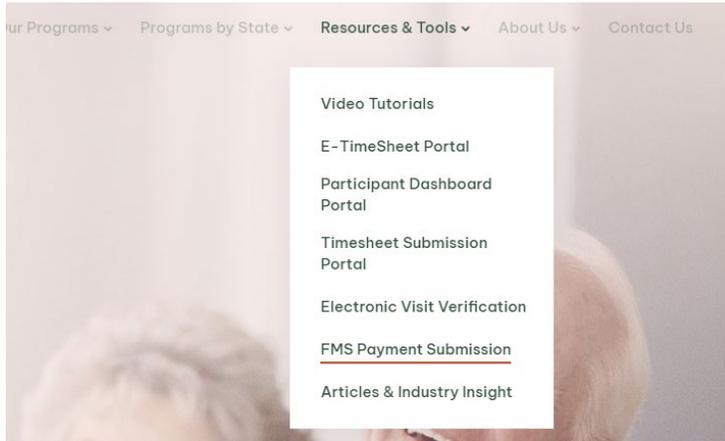
3. You will be directed to the **Timesheet Submission Portal login page**, which will require you to enter a UNIVERSAL PASSWORD to access the next step.

> **PRO TIP:** Make sure you are at the right submission portal site by confirming the heading **"FMS Payment Submission".** There are other portals on the ARIS website!

4. Enter the universal password **ArisSubmission%4409**. This will be the password you will use each time to access the portal.

5. You will then be directed to the Employee Timesheet Submission page, where the following will be required:

FMS Payment Submission

→ Use this form to submit your payroll as a picture (scan or photo).
→ Please make sure the payroll submission is legible.
→ Enter your name and attach one (1) document.
→ Please do not use this form to contact ARIS or for any other purpose than to submit your payroll submission.

Name *(Required)*

| First | Last |

Address *(Required)*

Select State

Timesheet File *(Required)*

Choose File No file chosen

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

SUBMIT

Employee First/Last Name

Select Your State

Select "Choose File" to attach the timesheet image.

6. Once the timesheet file has been attached, click the **"Submit"** button. You will be provided with a **Confirmation Number** that can be used to identify the timesheet that is sent to ARIS' secure files.

Employee Timesheet Submission

Thank you for submitting your timesheet. We will process it as soon as possible.

Please note your confirmation number: **70587** and refer to it in any communication.

7. Submissions typically take 15-20 minutes to arrive in the ARIS Secure Files.

You can also submit your hours by **MAIL OR FAX** with the same deadlines**.**

Mail timesheets to:
ARIS Solutions
P.O. Box 4409
White River Junction, VT 05001

Fax Timesheets to:
(802) 295-0663