

Family Support 360 website access

Login web site: <https://sd.cesonline.us/sd>

Login Name: initial first name + last name (Jane Doe=jdoe)

Password: Password1

At initial login you need to change the password to one that you pick.

The Password must be at least six characters, using both letters (at least one capitalized) and numbers.

To change the password

1. click on *help*
2. Click on *my password*
3. Input current password (password1) and new password
4. Click on *APPLY CHANGES*

All timecards run in 2 week cycles (Sun-Sat). See LifeQuest Family Support 360 Payroll Dates for more information.

All time provided must be input by provider and approved by family before payment can be made. If mailed FS Coordinator will input and approve.

To view current Plan of Care click on *PLAN*

To view time employees submitted as providing Respite, Companion or Personal Care and approve for payment click on *Timecards*

To approve time cards

1. click on *Time Card*
2. Select Employee
3. Select date period
4. Click on Approve Time Card (you can not approve until the day after the pay period ends!)