

# **Consumers, Surrogates and PCAs**

## **Please join us for an in person E-Timesheet event**

Tempus Unlimited is hosting E-Timesheet training and information in person sessions designed to support Consumers, Surrogates and PCAs who are interested in using E-Timesheets to submit time worked. During the sessions, you will be able to complete the enrollment form, process it, confirm your email and activate your E-Timesheet account.

**To activate your account successfully, it is important that both, Consumer, Surrogates and PCA attend the session together, so both accounts can be activated at the same time.**

### WHAT TO BRING?

- **A unique email address.** Consumer/Surrogate and PCA need to have separate email addresses.
- **A smart phone**, if you have one, but it is not necessary.

DATE: Thursday, May 11<sup>th</sup> 2023

Session 1: 8 AM – 9 AM

Session 2: 11 AM – 12 PM

Session 3: 2 PM -3 PM

Session 4: 5 PM – 6 PM

*Light refreshments will be served.*

LOCATION: [La Quinta Inn & Suites by Wyndham Hotel, 100 Congress Street, Springfield MA 01104](#)

PARKING: Free parking is conveniently available in front of the hotel. Please be mindful to park in a handicapped parking spot only if you have a handicapped parking permit visibly displayed in your vehicle.

CDC GUIDELINES: Facemasks are not necessary to attend the training.

DRIVING DIRECTIONS:

**Directions from the North:**

I-91: Follow I-91 S to exit 6 for I-291/US-20 E. Take exit 2 from I-291 E. and follow signs for Chestnut St. Turn right onto Congress St to La Quinta Inn & Suites by Wyndham will be on the right.

**Directions from the South:**

I-91: Follow I-91 N to Dwight St in Springfield. Take exit 6 I-291E/US-20 E from I-91 N. Keep right and take exit 2 and follow

signs for Dwight St. Turn right onto Dwight St. Turn left at the first cross street onto Congress St. The La Quinta Inn & Suites by Wyndham will be on the left.

**Directions from the East:**

I-90: Follow I-90 W to exit 51 I-291 Springfield, Hartford. Turn left on to I-291 W and exit Take exit 1A-2A. Merge onto Chestnut St. Turn right onto Congress St to La Quinta Inn & Suites by Wyndham will be on the right.

**Directions from the West:**

I-90: Follow I-90 E to exit 45 Springfield, Holyoke. Merge onto I-91 S. Take exit 6 for I-291/US-20 E. Take exit 2 from I-291 E. and follow signs for Chestnut St. Turn right onto Congress St to La Quinta Inn & Suites by Wyndham will be on the right.

ETimesheets QUESTIONS and FEEDBACK: Please feel free to email us at [MAFMS@tempusunlimited.org](mailto:MAFMS@tempusunlimited.org)