



Participant Portal Guide

A guide for Participants using
The GT Independence Portal



GT Independence
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877.659.4500 www.gtindependence.com

Your life. Your choice.

Welcome to the GT Independence Portal!

We believe that every person deserves to live the life of their choosing regardless of age or ability. We believe in your choice to self-direct your care and understand that it is our duty to provide support to you and your caregiver.

In our effort to better serve you, we have developed the GT Independence Web Portal to provide easy access to your budget reports and other documents.

This packet contains information detailing the capabilities of the portal and how you can use it to efficiently access and manage your information

Thank you for choosing GT Independence.

Sincerely,

Adam Kujacznski
Marketing Manager
GT Independence



Accessing the Portal

Account Registration:

1. Visit portal.gtindependence.com using a web browser such as Google Chrome or Safari.
2. Click Register a New Account.
3. Enter your user information into the respective fields. *Your Account ID can be found in the top portion of your monthly statement.*
4. Create a username and password that you will remember.
5. After registering, you will receive an email from GT Independence with the subject line "GT Independence Portal Account Verification."
6. Click the Verify Email Address link provided in the email to verify your account and be taken to the portal.

Account Registration View

Register

Account Type
Participant ▼

Account ID*

Date of Birth*
MM/DD/YYYY

SSN (Last 4 digits)*

Username*

Email*

Password*

Confirm Password*

Register [Cancel](#)

Logging In:

1. Visit portal.gtindependence.com using a web browser such as Google Chrome or Safari.
2. Enter the Username and Password chosen during registration.
3. Check the box agreeing to the Portal Terms and Conditions of use.
4. Click Login.

Forgot Username or Password:

1. Click Forgot Username or Password?
2. Fill in correct field for forgotten information.
3. After pressing Recover, you will receive an email from GT Independence containing your username or instructions to reset your password.
4. Click the link provided in the email to login or to reset your password and login.

Forgot Username or Password View

Recover Account

Forgot Password?

Enter in your account username to be emailed password recovery instructions.

Username

Forgot Username?

Enter in your account email address to be emailed username information.

Email



Account Dashboard

Once you have logged in you will be taken to the welcome screen showing your account dashboard. From this page you will be able to navigate throughout the portal. The navigation items displayed on the left hand side of the screen allow you to access the following areas.

1. **Your Budget Report** – View and print your detailed monthly budget reports.
2. **Employee Pay Stubs** – View and print the detailed pay stubs of your employees.
3. **Documents** – Access and download common program forms and documents.
4. **My Account** – View and change account and login information.
5. **Support** – Request support or send a message to a GT Independence customer service associate.

Dashboard View


The screenshot displays the Participant Portal interface. At the top, the GT Independence logo is on the left, 'Participant Portal' is in the center, and 'Welcome, Client 1! Log Out' is on the right. The left sidebar is divided into two sections: 'Participant Information' containing 'Your Budget Report', 'Employee Pay Stubs', and 'Documents'; and 'Portal Information' containing 'My Account' and 'Support'. The main content area features a large 'Welcome!' heading and the instruction 'Begin by navigating the portal using the menu on the left.'

Your Budget Report

To view your monthly budget report simply follow these steps:

1. Select the month you would like to see from the dropdown.
2. Select the year that you would like to see. (Only 2015 data is currently available)
3. Click View Reports button.
4. Your detailed budget for the month and year that you selected will appear.
5. To print a copy of this report simply click the printer icon to the right of the View Reports button.

Your Budget Report View


Participant Portal
Welcome, Client 1!
Log Out

Participant Information

Your Budget Report

Employee Pay Stubs

Documents

Portal Information

My Account

Support

Budget Reports

Month

January ▼

Year

2015 ▼

View Reports

🖨

Budget Reports for Jane Doe

01/01/2015 to 01/31/2015

198483

Budget ID	Authorization ID	Auth Begin Date	Auth End Date	Billing Code
198483	358520	12/01/2014	02/08/2015	S5125 UA

Service Name	Units Authorized	Unit Type	Days in Auth Period
S5125 UA - SHC Attendant Care	2,442	15min	70

Total Allowed Dollars	Remaining Dollars from Previous	Spent This Period	Remaining Dollars
\$8,180.70	\$7,664.40	\$1,247.75	\$6,416.65

Monthly Allowed Units	Remaining Units From Previous	Units This Period	Remaining Units
1,061.11	2,262	372	1,890


Units Allowed to Date	Units Used to Date	Variance
2162.91	552	74.48%

Employee Pay Stubs

To view pay stubs for an employee simply follow these steps:

1. Select the month you would like to see from the dropdown menu.
2. Select the year that you would like to see. (Only 2015 data is currently available)
3. Select an employee name from the dropdown menu.
4. Click View Reports button.
5. All checks will appear for the employee for the month and year selected.
6. To view the detailed pay stub for a check, click the eye under Actions to the right of the screen.
7. To print a copy of this detailed pay stub simply click the printer icon in the top right of the screen.

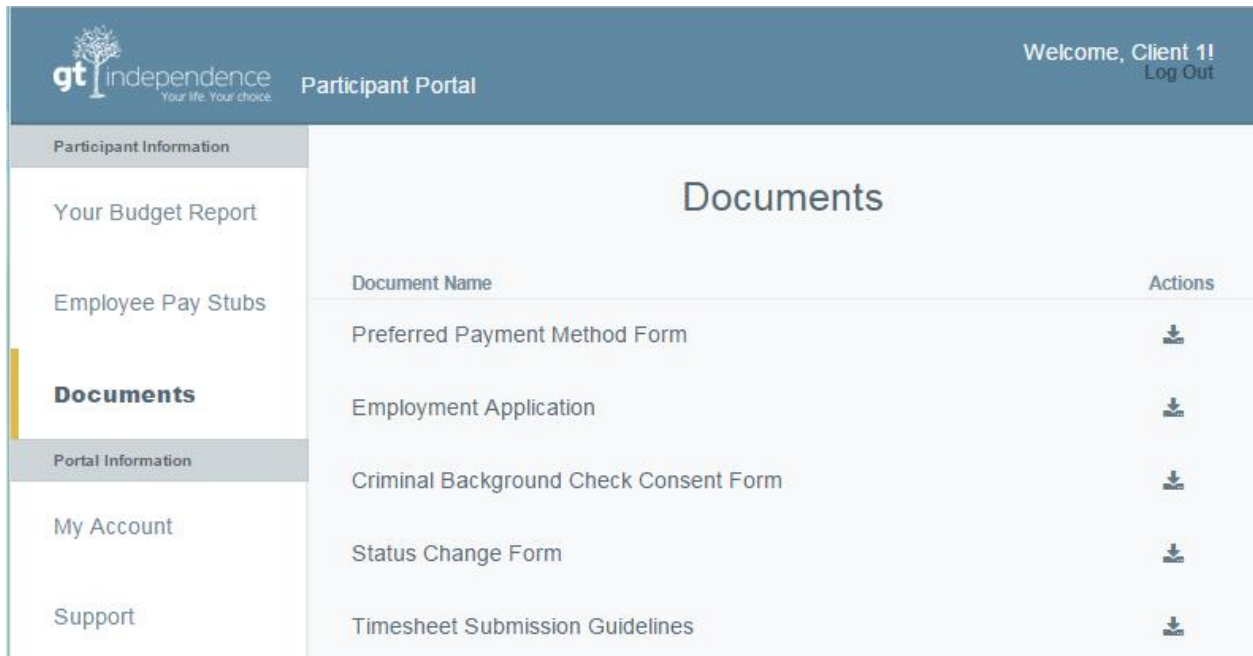
Employee Pay Stubs View

Participant Information		Participant Portal										Welcome, Client 1! Log Out	
Your Budget Report		Pay Stub for Adam Doe 											
Employee Pay Stubs		Employee ID	Employee Name	Date	Social Sec. No.	Start Per.	End Per.						
Documents		11	Adam Doe	01/13/2015	XXX-XX-8986	12/16/2014	12/31/2014						
Portal Information		Pay				Taxes			Deductions		Benefits		
My Account		CODE	RATE	HOURS	AMOUNT	CODE	WITHHELD	YTD	AMOUNT	YTD	AMOUNT	YTD	
Support		S5125U	\$11.40	14	\$159.60	FICA	\$12.21	\$12.21	\$0.00	\$0.00	\$8.62	\$8.62	
						Med.	\$2.31	\$2.31			GROSS YTD	NET YTD	
						S.S.	\$9.90	\$9.90			\$159.60	\$147.39	
						FIT	\$0.00	\$0.00			NET PAY		
						State	\$0.00	\$0.00			\$147.39		






Documents

To download a document and view its content, simply click the download icon to the right of the screen under Actions.

Documents View



The screenshot shows the 'Participant Portal' interface. The top navigation bar includes the 'gt independence' logo, the text 'Participant Portal', and a user greeting 'Welcome, Client 11' with a 'Log Out' link. A left-hand sidebar menu contains categories: 'Participant Information' (with sub-items 'Your Budget Report' and 'Employee Pay Stubs'), 'Documents' (highlighted with a yellow bar), and 'Portal Information' (with sub-items 'My Account' and 'Support'). The main content area is titled 'Documents' and features a table with two columns: 'Document Name' and 'Actions'. The table lists five documents, each with a download icon in the 'Actions' column.

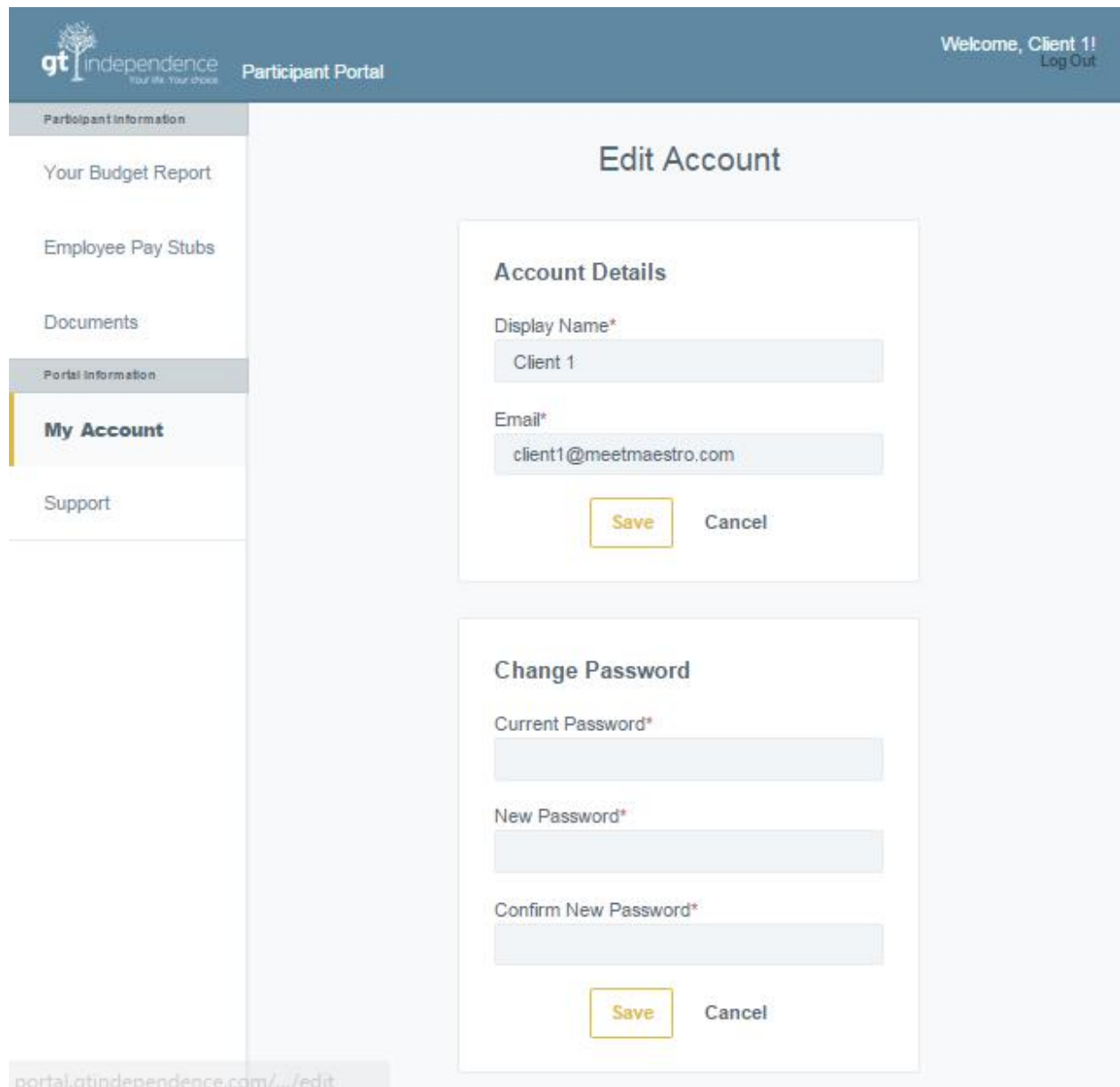
Document Name	Actions
Preferred Payment Method Form	
Employment Application	
Criminal Background Check Consent Form	
Status Change Form	
Timesheet Submission Guidelines	

My Account

To make changes to your account information simply follow these steps:

1. Make the desired changes to your account information by filling in the fields.
2. Press the appropriate Save button in order for the changes to go into effect.

My Account View



gt independence
Your life. Your choice

Participant Portal

Welcome, Client 1!
Log Out

Participant Information

Your Budget Report

Employee Pay Stubs

Documents

Portal Information

My Account

Support

Edit Account

Account Details

Display Name*

Email*

Save Cancel

Change Password

Current Password*

New Password*

Confirm New Password*

Save Cancel

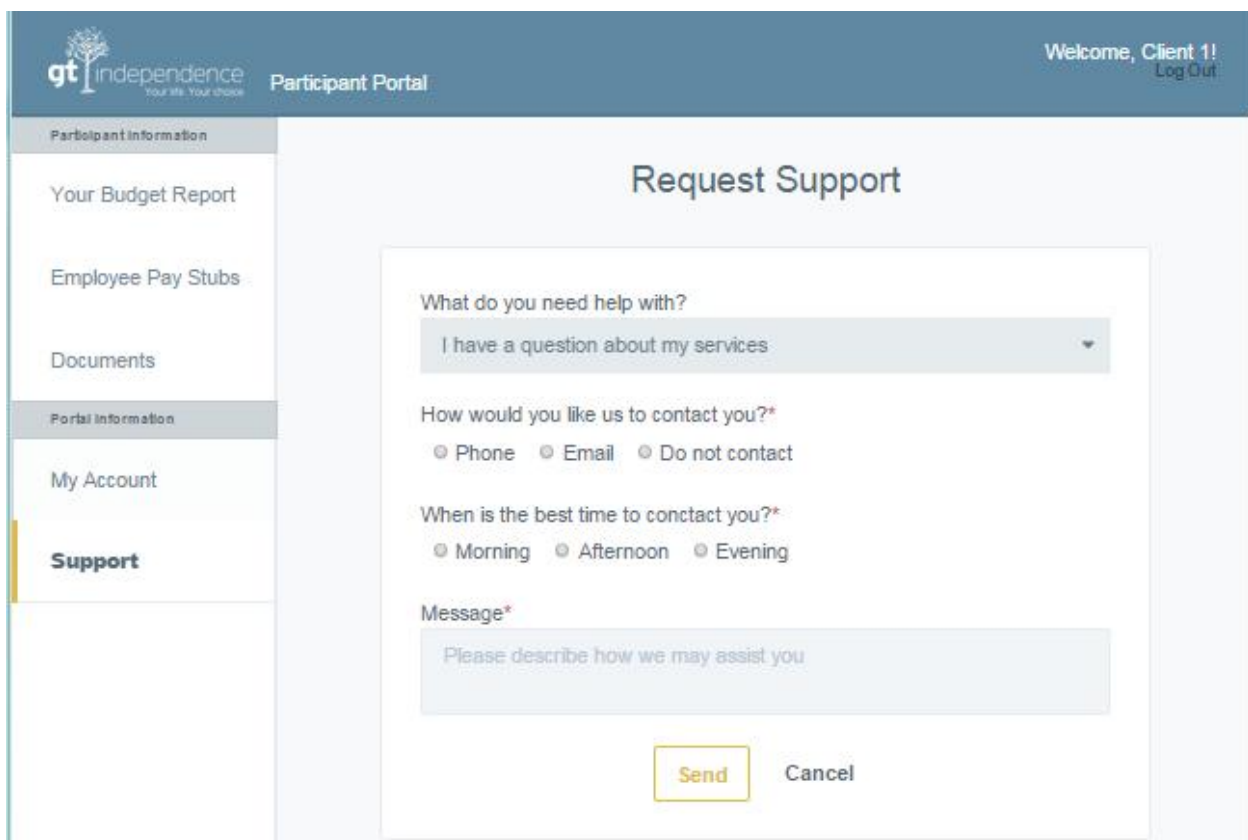
portal.gtindependence.com/.../edit

Support

To request support or send a message to a customer service associate simply follow these steps:

1. Select the type of help you require.
2. Select your preferred contact information.
3. Type a question or message explaining the support requested.
4. Click the Send button.

Support View



The screenshot shows the 'Request Support' form within the Participant Portal. The page header includes the 'gt independence' logo, 'Participant Portal', and a welcome message 'Welcome, Client 1!' with a 'Log Out' link. A left sidebar menu contains 'Participant Information', 'Your Budget Report', 'Employee Pay Stubs', 'Documents', 'Portal Information', 'My Account', and 'Support' (which is highlighted). The main content area is titled 'Request Support' and contains the following fields:

- 'What do you need help with?' dropdown menu with the selected option 'I have a question about my services'.
- 'How would you like us to contact you?*' with radio buttons for 'Phone', 'Email', and 'Do not contact'.
- 'When is the best time to contact you?*' with radio buttons for 'Morning', 'Afternoon', and 'Evening'.
- 'Message*' text area with the placeholder text 'Please describe how we may assist you'.
- 'Send' button (highlighted in yellow) and 'Cancel' button.

Logging Out

In order to log out, simply press the Log Out button in the upper right corner of the screen under your display name.