

## **Required Forms**

In order for you the member and your employee to successfully register for and use online web entry or to begin submitting paper timesheets, please be sure you have taken the following three steps:

1. Submit any outstanding paperwork that is incomplete in the member packet or employee packet. All documents can be emailed to [ccoowa@veridiancu.org](mailto:ccoowa@veridiancu.org) or faxed to 319.236.6785. If faxing, always call to verify that all pages were received and legible.
2. Work with your ISB to add the new employee to your current month's budget and submit the budget to your MCO (or to Veridian directly if you are with IME) for processing.
3. Register yourself as the member for an online account (only necessary if using online web entry. Further instructions on online web time entry are provided below).

Please note that the employee will not be able to register for online web entry and/or payment will not be able to be issued until all paperwork is complete. If you are unsure if any paperwork is incomplete, please contact us.

## **Online Web Entry**

If your employee will be utilizing online web entry for submitting hours, please register yourself and have your employee register on this website: <https://veridianfiscalsolutions.org/cco/>. You as the member will register and log-in using your Medicaid number.

## **CCO Forms & Resources [Click Here](#)**

[Web Entry Tutorial](#)

[Employer Payroll Calculator](#)

[2022 Payment Schedule](#)