

iLIFE TIMESHEET PORTAL

Go paperless with our easy-to-use online reporting resource for the IRIS program. Sign-up by calling 1-888-800-5599 or by using the Live Chat feature on our website iLIFE.org

Benefits:

- Paperless time reporting: Review and approve your employee's timesheet online
- Automatic status updates: You and your employee will receive emails with the status of the timesheet
- Up-to-date budget information: Compare your budget to the hours your employee submitted

EMAILING TIMESHEETS

Here are some DOs and DON'Ts when it comes to emailing iLIFE your timesheets to help ensure timely and accurate payment processing:

DOs

- ✓ DO use a document capture tool like [Google Lens](#), [Adobe Scan](#) or [Apple Camera App](#) to assist with lining up your photo
- ✓ DO submit using image formats like PDF, DOC, JPG, BMP
- ✓ DO submit the highest resolution image possible

DON'Ts

- ✗ DO NOT submit using MOV, MP4, GIF or other similar movie/video file formats
- ✗ DO NOT take angled pictures or capture too much background
- ✗ DO NOT cut off any of the corners/edges when capturing your timesheet

