

Date: June 29, 2011

To: Managing Parties & Other Interested Parties

From: Steve Piekarski, PICS Senior Director

RE: New Web Portal and On Line Spending Summary Update

As we announced last spring, PICS is going to implement a new Online Service System for the submission of employee timesheets, mileage/expenses and view of on-line spending summaries. Unfortunately, we were not able to implement the new web portal on April 1st as anticipated.

Because we want you to have a wonderful experience with our new web portal, we delayed implementation until all the issues with the new system were resolved. We now believe that the implementation of the new system will **not** occur until early in 2012. In the meantime if you are using the new timesheet you do not need to include employee or customer numbers on the timesheet. We can process the timesheets without this information. You may also continue to use the old version of the timesheet until further notice. Also, if you are currently using our on-line spending summary you can continue to do so until our new web portal is implemented in early 2012.

As we get closer to implementing the new system you will receive more detailed information on the new web portal, along with training documents.

PICS remains excited about being able to offer the new online web portal because it utilizes the best and latest technology which will provide many advantages to you. As we move closer to implementation, we will continue to communicate our progress to you. We apologize for the long delay in implementing the new system.

Please feel free to contact Janelle Langdon, Director of Services at 952-854-6364, x.118 or by e-mail at janellelangdon@picsweb.org or Steve Piekarski, Senior Director at 952-854-6364 x101 or by e-mail at stevepiekarski@picsweb.org if you have any questions.