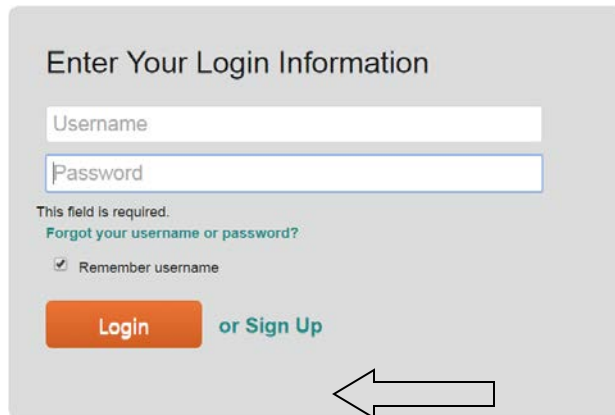


# INSTRUCTIONS ON REGISTERING TO USE THE WEB PORTAL

So you'd like to use PPL's Web Portal? Great choice. **If you're a provider**, using the Web Portal allows you to submit and track your timesheets easily and efficiently—you'll be able to see when your check has been cut and even what the amount is. **If you're an employer**, using the Web Portal lets you easily approve your provider's timesheets and also get up-to-date information about your account.

The first step in using the Web Portal is signing up. This document will walk you through registering and getting an account.

1. Go to <https://fms.publicpartnerships.com/PPLPortal/login.aspx>. (If clicking on the link does not work, copy and paste the address into your browser.)
2. Click the "Sign Up" link.



3. Identify the state in which you receive or provide services.  
**Note:** You must select the correct state or your user registration will not work.

## New User Registration

Step 1: Select your State, Program and Role

State

Program

Role

Phone: (866) 264-2296  
TTY: (800) 360-5899  
Email: [PPLIN@pcgus.com](mailto:PPLIN@pcgus.com)

Administrative Fax: (866) 799-9381  
Timesheet Fax: (866) 874-0478  
Web: [www.publicpartnerships.com](http://www.publicpartnerships.com)

# INSTRUCTIONS ON REGISTERING TO USE THE WEB PORTAL

*For assistance, call Customer Service at (866)264-2296.*

4. Select the program in which you receive or provide services. For Indiana, there will only be one option; however, in some states, PPL provides services to more than one program.

## New User Registration

### Step 1: Select your State, Program and Role

|                                       |                    |                                     |
|---------------------------------------|--------------------|-------------------------------------|
| State                                 | Indiana            | ▼                                   |
| Program                               | IN FSSA FI Program | ▼                                   |
| Role                                  | - Select -         | ▼                                   |
| <input type="button" value="Cancel"/> |                    | <input type="button" value="Next"/> |

5. Select the role that you play in the program. If you provide the services, select provider. If you receive the services or represent an individual who receives the services, select consumer.

## New User Registration

### Step 1: Select your State, Program and Role

|                                       |                                    |   |
|---------------------------------------|------------------------------------|---|
| State                                 | Indiana                            | ▼ |
| Program                               | IN FSSA FI Program                 | ▼ |
| Role                                  | - Select -                         | ▼ |
| <input type="button" value="Cancel"/> | - Select -<br>Consumer<br>Provider |   |

6. Click on the "Next" button.
7. If you select **consumer**, enter your Medicaid ID, mailing zip code, and last name. If you select **provider**, enter your Provider ID, mailing zip code, social security number (with no dashes), and your last name. If you do not know your ID #, please call customer service at (866)264-2296.

# INSTRUCTIONS ON REGISTERING TO USE THE WEB PORTAL

For assistance, call Customer Service at (866)264-2296.

## New User Registration

### Step 2: Enter Credentials

#### Required fields \*

Medicaid ID \*

Mailing zip code \*

Last Name \*

## New User Registration

### Step 2: Enter Credentials

#### Required fields \*

Provider ID \*

Mailing zip code \*

SSN \*

Last Name \*

8. Enter a user name of your choice. This is the name you will use to log on to the E-Timesheet system. If someone else has already chosen that user name, the system will let you know so you can choose a different user name.

**Please note:** Your user name is case sensitive! For example, JMDoe is a different username from jmdoe.

Step3: User Information

|             |                                    |                   |                                |
|-------------|------------------------------------|-------------------|--------------------------------|
| First Name: | <b>John</b>                        | Last Name:        | <b>Doe</b>                     |
| User Name:  | <input type="text" value="JMDoe"/> | Email Address:    | <input type="text"/> *Optional |
| Password:   | <input type="text"/>               | Confirm Password: | <input type="text"/>           |
| Notes:      | <input type="text"/>               |                   |                                |

9. If you have an email address, enter it. We will send you an email listing your username and password. If you do not have an email address, you do not have to fill this option in; however, **please remember to write down your user name and password!**

Step3: User Information

|             |                                    |                   |  |
|-------------|------------------------------------|-------------------|--|
| First Name: | <b>John</b>                        | Last Name:        | <b>Doe</b>   |
| User Name:  | <input type="text" value="JMDoe"/> | Email Address:    | <input type="text" value="JMDoe@yahoo.com"/> *Optional |
| Password:   | <input type="text"/>               | Confirm Password: | <input type="text"/>                                   |
| Notes:      | <input type="text"/>               |                   |  |

## INSTRUCTIONS ON REGISTERING TO USE THE WEB PORTAL

*For assistance, call Customer Service at (866)264-2296.*

10. Enter your password in the “Password” field. Enter the same password in the “Confirm Password” field. The system will tell you how strong your password is. Passwords must be at least eight characters long and include at least one lowercase letter, one uppercase letter, one number, and at least one symbol.

**Remember:** Passwords are case sensitive! For example, jAn2001 is not the same password as JaN2001.

Step3: User Information

|             |   |                   |  |
|-------------|---|-------------------|--|
| First Name: | <input type="text" value="John"/>                     | Last Name:        | <input type="text" value="Doe"/>                       |
| User Name:  | <input type="text" value="JMDoe"/> Strength:Excellent | Email Address:    | <input type="text" value="JMDoe@yahoo.com"/> *Optional |
| Password:   | <input type="password" value="••••••••"/>             | Confirm Password: | <input type="password"/>                               |
| Notes:      | <input type="text"/>                                  |                   |  |

11. Skip the Notes Section and move onto the Security Questions section.

12. Select three different security questions from the drop down menu and type the answer in the corresponding fields. If you ever forget your password, you can recover it by answering these security questions.

**Remember:** Security question answers are case sensitive! We suggest that you type all answers in either uppercase or lowercase letters.

Security Questions:

|   |                                   |
|---|-----------------------------------|
| <input type="text" value="What was the name of your childhood best friend?"/> | <input type="text" value="Jane"/> |
| <input type="text" value="- Select -"/>                                       | <input type="text"/>              |
| <input type="text" value="- Select -"/>                                       | <input type="text"/>              |
| <input type="button" value="Previous"/> <input type="button" value="Submit"/> |                                   |

13. Choose Submit. The system will tell you if you have successfully completed the registration.

**In the future, you can log in to the Web Portal by visiting this website:**

**<https://fms.publicpartnerships.com/PPLPortal/login.aspx>**

**Bookmark it in your browser for easy reference!**

If you have any further questions, don't hesitate to contact us:

**Phone:** (866) 264-2296

**TTY:** (800) 360-5899

**Email:** [PPLIN@pcgus.com](mailto:PPLIN@pcgus.com)

**Administrative Fax:** (866) 264-2296

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