Online Registration

Welcome to the PPL Web Portal for Employees

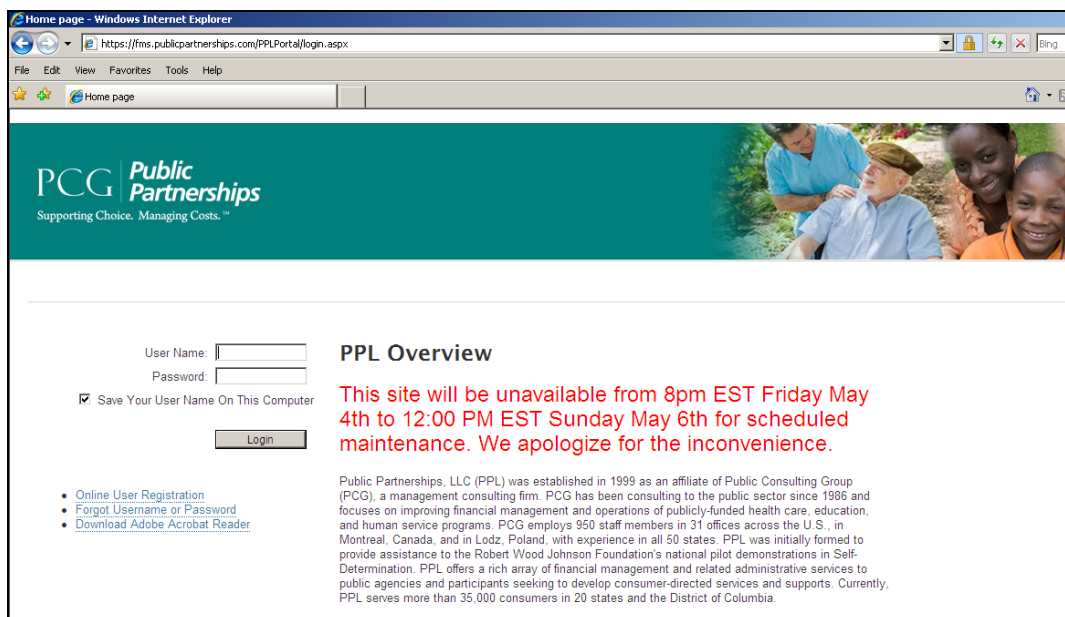*How do I register online?* This document will explain how to set up your Username and Password so that you can begin using the PPL Web Portal. Once you are registered you will be able to use the PPL Web Portal for

- Submitting timesheets and travel invoices
- Searching and viewing the status of your timesheets and travel invoices

1. The first thing you should do is type in the web address provided below into your internet browser: (we recommend saving this as a *favorite*, so that you don't have to keep typing it in).

https://fms.publicpartnerships.com/PPLPortal/login.aspx

2. A log in screen will appear. You will use this screen to log into the Web Portal after you have registered.

3. Select the **Online User Registration** hyper link below the login button on the Login Screen.

- Online User Registration
- Forgot Username or Password
- Download Adobe Acrobat Reader

4. This will bring you to the **New User Registration** screen. It will ask you to choose your state. You should select **West Virginia** from the drop down list.

Step 1: Select your State, Program and Role

State   [West Virginia   ▼]

[Cancel]

5. After you select your state two new data fields will appear: **Program** and **Role**

    ♣ Select your Program – **WV IDD**
    ♣ Select your Role – **Employee** (if you choose the incorrect role the system will not be able to verify your information.

Step 1: Select your State, Program and Role

State   [West Virginia   ▼]

Program   [TEST - WV IDD   ▼]

Role   [Employee   ▼]

[Cancel]   [Next]

6. After you have selected your role click the **NEXT** button to continue on to registration.

   - By choosing the correct role the Portal now knows which information to look up for your account.
   - If you do not choose the correct role the system will be unable to find your account in order for you to complete your registration.

7. You will be brought to the **STEP 2. Verify Credentials** screen. You are now required to verify your employment by the participant by completing the three data fields below :

   Provider ID

   Mailing zip Code

   SSN

   Last Name

   Please note if the system is unable to verify the employee's information there are potentially two issues:

   1. The employee's information was inaccurately entered at the time of enrollment. In order to resolve this:

      You should call Customer Service (1-877-908-1757) and provide the employee's ID so that PPL can correct the information.

   2. The employee is new to the Personal Options program and has not yet been entered into the web portal yet. To resolve this please contact the

participant's Resource Consultant to make sure the employee information has been submitted to PPL.

8. You will now be brought to **Step 3: User Information** page. This is the page in which you will actually register yourself as a user in the system. You will be asked for the following information:

New User Registration

Step3: User Information

First Name:		Last Name:	
User Name:		Email Address:	*Optional
Password:		Confirm Password:	
Notes:			

Security Questions:

- Select -
- Select -
- Select -

Previous   Submit

+ <u>**Username**</u>- PPL suggests that you use the first letter of your first name and your last name.

  Example: Mary Poppins = mpoppins
  Please note, if the user name you selected is already in use you will need to select a different username.

+ <u>**Password**</u>- Your password must be at least **6** characters long and contain *at least* **1 numerical character**, **1 capitalized character** and **1 lower case character**. Please be aware that your password will be case sensitive.

+ <u>**Confirm Password**</u>- Here, you need to retype the password you created.

+ <u>**Email Address**</u>- Your email address is an optional field. PPL will use this to send information pertaining to your employee's timesheets to your

email account. **Please note: If you provide an email address you will receive an email confirmation of your username and password.**

- **Security Questions**- You should choose three questions from the drop down menu. Type your answers to these questions in the data field next to each question.

  If you ever needed to change your username or password these questions provide a layer of security to protect your privacy. So that only YOU can change your user registration information.

9. If you are satisfied with all of your information click the **SUBMIT** button.

CONGRATULATIONS! You are now registered to use the PPL Web Portal.

You may now return back to the Log in Screen and enter your Username and Password

https://fms.publicpartnerships.com/PPLPortal/login.aspx