



WV I/DD Waiver Program  
Personal Options Web Portal Instructional Manual for Employees  
**Online Registration**

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## Welcome to the PPL Web Portal for Employees

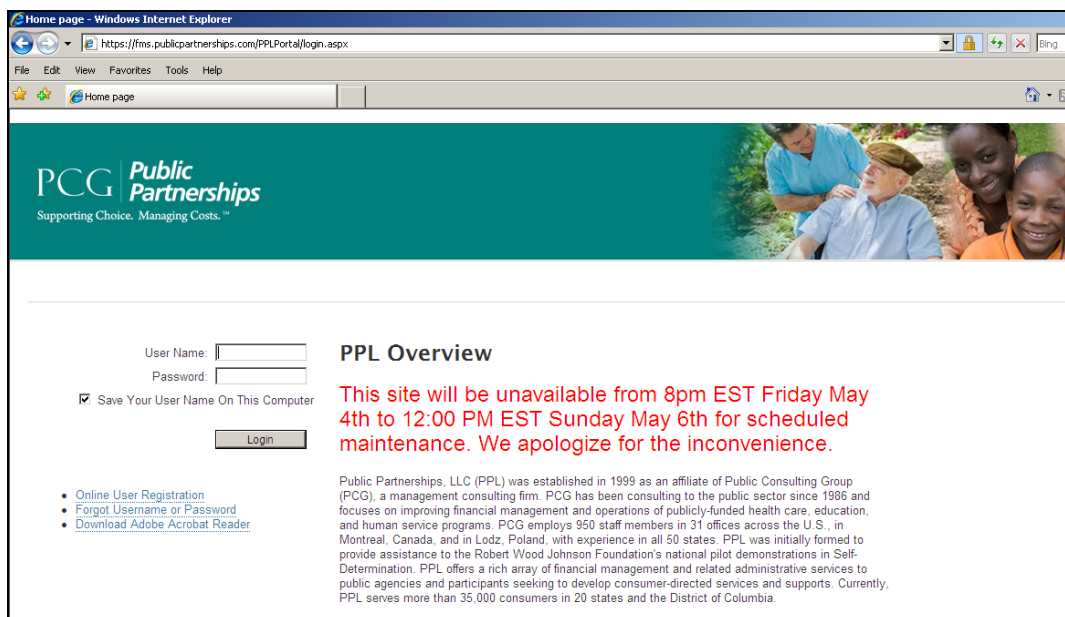
***How do I register online?*** This document will explain how to set up your Username and Password so that you can begin using the PPL Web Portal. Once you are registered you will be able to use the PPL Web Portal for

-  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.



Home page - Windows Internet Explorer  
https://fms.publicpartnerships.com/PPLPortal/login.aspx

File Edit View Favorites Tools Help

Home page

**PCG Public Partnerships**  
Supporting Choice. Managing Costs.™

User Name:   
Password:   
 Save Your User Name On This Computer

**PPL Overview**

**This site will be unavailable from 8pm EST Friday May 4th to 12:00 PM EST Sunday May 6th for scheduled maintenance. We apologize for the inconvenience.**

- [Online User Registration](#)
- [Forgot Username or Password](#)
- [Download Adobe Acrobat Reader](#)

Public Partnerships, LLC (PPL) was established in 1999 as an affiliate of Public Consulting Group (PCG), a management consulting firm. PCG has been consulting to the public sector since 1986 and focuses on improving financial management and operations of publicly-funded health care, education, and human service programs. PCG employs 950 staff members in 31 offices across the U.S., in Montreal, Canada, and in Lodz, Poland, with experience in all 50 states. PPL was initially formed to provide assistance to the Robert Wood Johnson Foundation's national pilot demonstrations in Self-Determination. PPL offers a rich array of financial management and related administrative services to public agencies and participants seeking to develop consumer-directed services and supports. Currently, PPL serves more than 35,000 consumers in 20 states and the District of Columbia.

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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

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

Program

Role

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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

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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:

The screenshot shows a web form titled "New User Registration" with the sub-header "Step3: User Information". The form contains the following fields and controls:

- First Name:
- Last Name:
- User Name:
- Email Address:  \*Optional
- Password:
- Confirm Password:
- Notes:  (with a dropdown arrow)
- Security Questions: Three rows, each with a dropdown menu (currently showing "- Select -") and an input field.
- Navigation: "Previous" and "Submit" buttons at the bottom.

- ✚ **Username**- 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.*

- ✚ **Password**- 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.


- ✚ **Confirm Password**- Here, you need to retype the password you created.

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

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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>