BETTERONLINE™ WEB PORTAL REGISTRATION GUIDE

**Welcome to the PPL BetterOnline™ Web Portal for Employees.**

How do I register online? This document will explain how Employees can register for the PPL BetterOnline™ Web Portal.

The web portal will be used by Employees to:
- Submit E-Timesheets and Invoices
- Viewing the status of your E-Timesheets and Invoices

1. Visit the website: **https://fms.publicpartnerships.com/PPLPortal/login.aspx**

2. A log in screen will appear. You will use this screen to log into the BetterOnline™ Web Portal after you have registered.
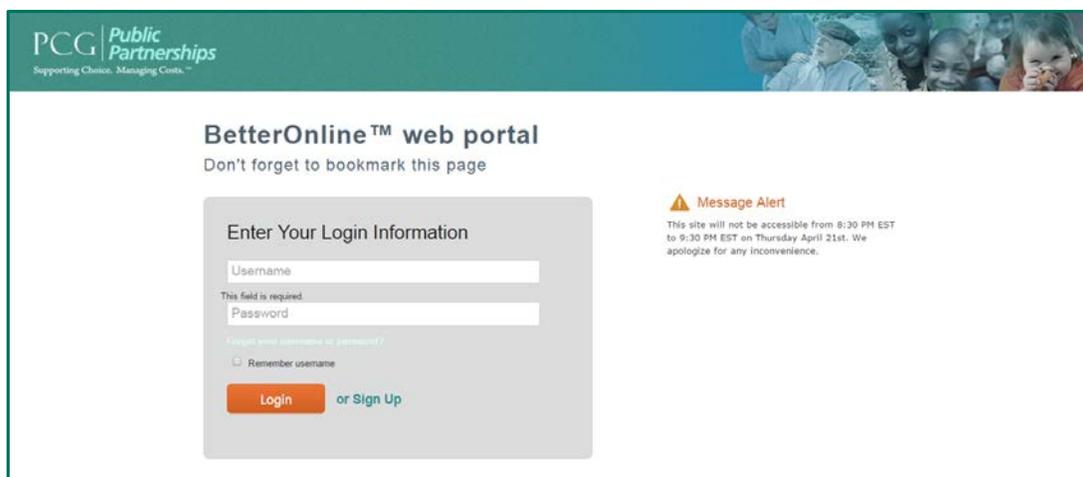
3. Select the **Sign Up** hyperlink beside the Login button on the Login Screen

4. This will bring you to the **New User Registration - Step 1: Select your State, Program, and Role** screen. It will ask you to choose your state. You should select **West Virginia** from the drop down list. After you select your state two new data fields will appear: **Program** and **Role**

   - Select your Program: **WV TBI**
   - Select your Role: **Employee** *(if you choose the incorrect role the system will not be able to verify your information.)*

New User Registration

Step 1: Select your State, Program and Role

State: West Virginia

Program: WV TBI

Role: Employee

[Cancel] [Next]

5. After you have selected your role click the **Next** button to continue on to registration.
   - ✓ By choosing the correct role, the BetterOnline™ web 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.

6. You will be brought to the **Step 2: Enter Credentials** screen. You are now required to verify you are an employee by completing the three data fields below:

   a. **Provider ID:** This number has been generated by PPL and was provided to you or your employer
   b. **Mailing Zip Code:** This is your mailing zip code
   c. **SSN:** This your social security number
   d. **Last Name:** This is your last name

New User Registration

Step 2: Enter Credentials

Required fields *

Provider ID *	E000030
Mailing zip Code *	02155
SSN *	123456789
Last Name *	TESTEMPLOYEEIT01

[Previous] [Next]

7. 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:

   a. **User Name:** Enter the username you wish to use.
      - 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.*

   b. **Email Address:** This field is optional, but highly recommended.
- PPL will send information pertaining to your timesheets to your email address.
- If you provide an email address, you will receive an email confirmation of your username and password.

   c. **Password:** Your password must be at least **8** 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.
- An example of an acceptable password is **Payroll1***

   d. **Confirm Password:** Re-enter the password you created.

   e. Notes: *Skip this section.*

   f. **Security Questions:** The security questions would be used if you need to change you password or forgot your password
- Select a different question from each of the drop down menus.
- Type in the answers to those questions in the corresponding boxes.
- *Please Note: Answers are case sensitive.*

   g. Click the **Submit** button

New User Registration

Step3: User Information

First Name: QA	Last Name: TESTEMPLOYEEIT01
User Name: qtestemployeeit01	Email Address: qtestemployeeit01@aol.com *Optional
Password: ••••••••••••	Confirm Password: ••••••••••••••••
Notes:	

Security Questions:

What year was your maternal grandmother born in? ▼	Morgantown
What is the name of your sibling? ▼	Lucy
What was the name of your childhood best friend? ▼	Sam

[Previous] [Submit]

   h. If there are errors in the registration (password unacceptable, user name already in use, etc.), the system will provide an error message in red at the top of the screen after the submit button is selected.

8. If the registration is completed with no errors, you will see the below screen:

User Creation Completed:
Online user registration has been completed! Your account has been created successfully.

Click here to login

9. You can now log into the BetterOnline™ Web Portal to submit and view e-timesheets and invoices.