



# Approving Invoices in PPL@Home for Associations

## California SDP | Quick Guide

You can review Provider invoices in PPL@Home as a participant's association.

1. From PPL@Home, click on the **'Associated Participants'** tab.
2. Click the **'Manage Participant' button** on the far right of the line of information for the Participant you are approving time for.
3. Click the **'Invoice' tab**.
4. Open the 'In Process Invoices' accordion menu to review invoices.
  - a. *You can expand or collapse each accordion menu by clicking on the dark green title bar.*
5. In the 'In Process Invoices' accordion, select the invoice you would like to review by clicking on the 'View' button on the far right of the invoice information line.
  - a. *Use the left/right scroll bar to see all information.*
6. Read the details of each invoice before approving or denying.
  - a. If the invoice is correct, click the 'Approve' button. You will see a pop-up that says the approval was successful.
  - b. If the invoice is not correct, click the 'Deny' button. You will receive a pop up to select a denial reason. Then click the purple 'Deny' button. You will see a pop up saying the entry was successfully denied.
7. Approved invoices will enter the 'Good to Pay' status. Denied entries will enter the 'Denied by Participant' status.

Call or email your Support Broker or Enrollment Specialist if you have any questions.