Managing Your Participant in PPL@Home

California SDP | Quick Guide

To perform tasks on behalf of your Participant, there is a simple process to navigate to their profile and perform actions like approve invoices and timesheets and see authorization spending.

1. From PPL@Home, click the **'Associated Participants' tab**.
2. Under the **'Associations accordion menu'**, locate the participant you would like to perform tasks for.
3. Scroll to the right of their information line and select the **'Manage Participant'** button.
4. You will now be presented with the Participant's PPL@Home view where you can perform actions the same as the Participant would.
5. To return to your own profile, select the **purple 'Back' button** on the top left of the window.

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

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