



PPL@Home **Navigation for** **Employers**

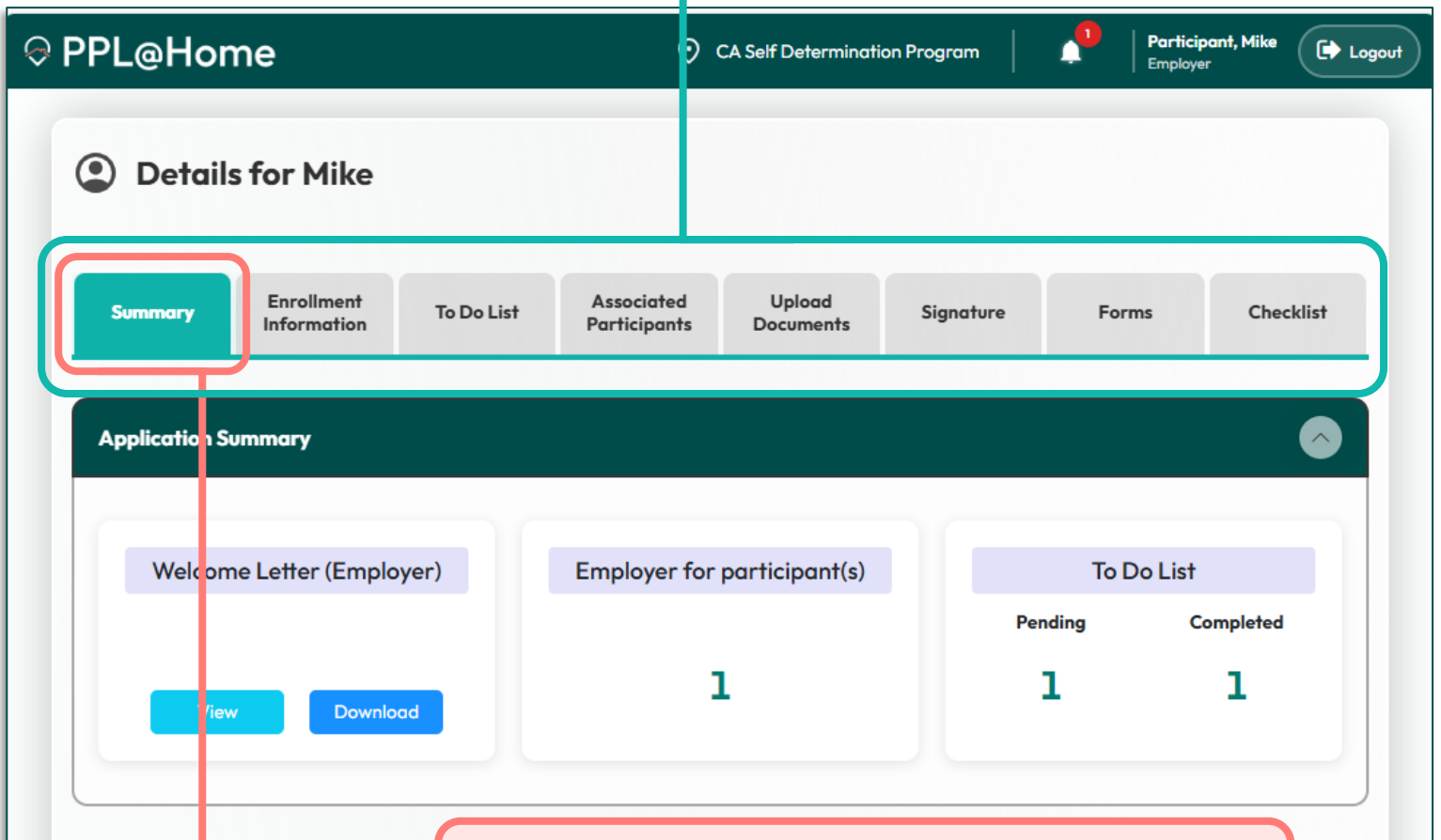
Walk-Me Guide | California SDP



PPL@Home is your home base for your California SDP experience. It can help you manage your participant and manage your enrollment.

Navigating your PPL@Home is simple; it is organized by easy to view tabs, each with a unique functionality of your role as an Employer of Record (EoR).

Your PPL@Home profile is organized into tabs. Each tab has unique information to help you find your essential tasks as an Employer of Record.



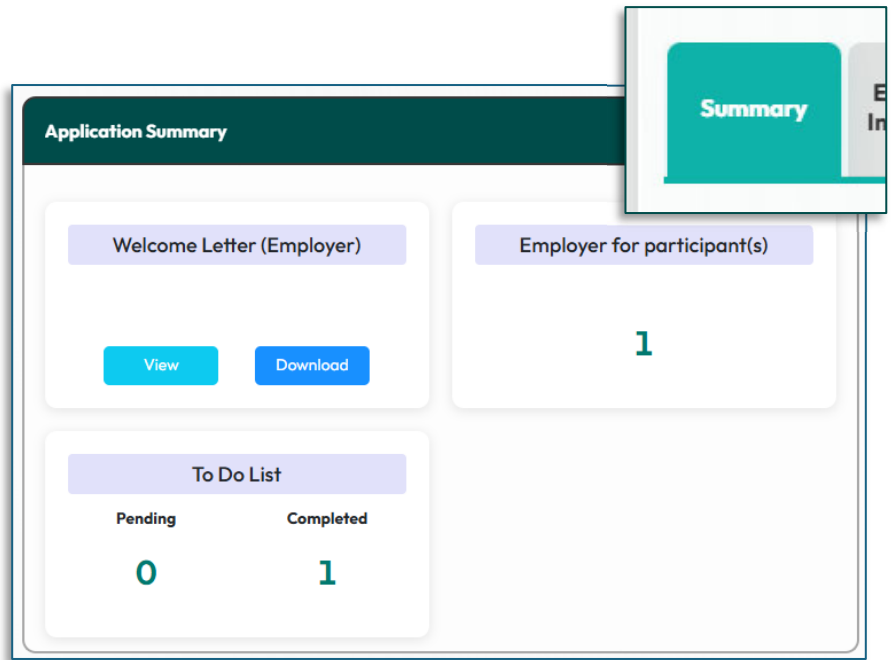
After logging in, you will see your Summary tab. This is your home page for PPL@Home.

Summary

Shows you general information about your account.

What can I find and do here?

- Welcome Letter
- Shows the number of participants you are working with as an Employer
- To Do list tracker

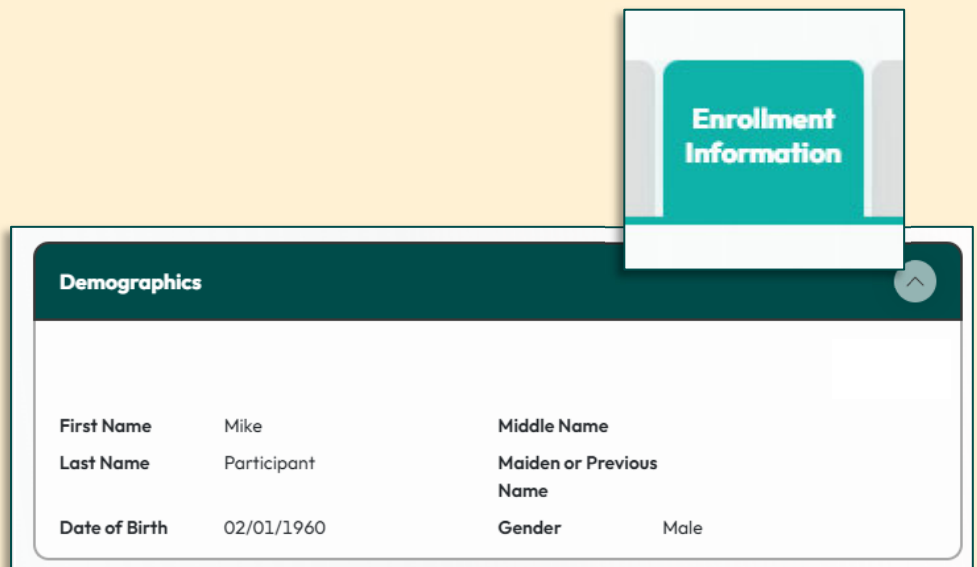


Enrollment Information

Shows demographic and unique information about you.

What can I find and do here?

- PPL ID
- Information about you
- Contact/communication details
- Identifiers

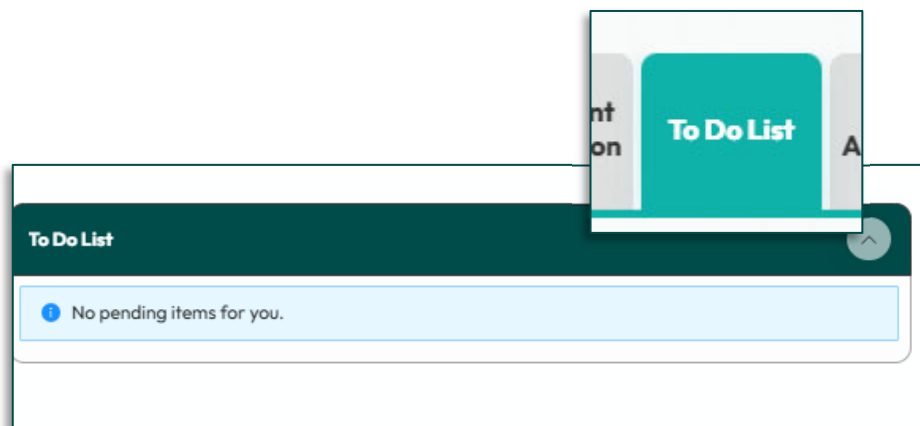


To Do List

Shows the status of any required forms, documents, or actions you must complete.

What can I find and do here?

- Required forms you need to finish
- Tasks that need action to complete your registration
- Status of completed forms

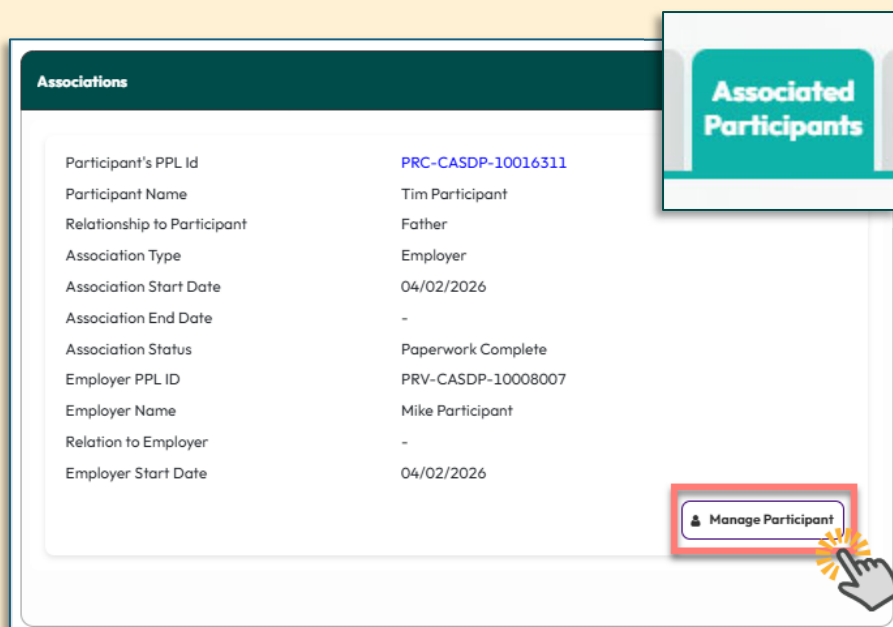


Associated Participants

Lists all participants that you are working with an Employer. Each participant is listed on a separate line.

What can I find and do here?

- View details of each of your participants
- Manage your participants



To complete tasks on behalf of your participant (approve timesheets, approve invoices) click on the 'Manage Participant' button on the Participant line. This will allow you to see the participant's PPL@Home profile and complete tasks.

Upload Documents

Upload any required documents. Choose the document type from the drop down, then click Upload. Then you can choose the document you would like to add.

What can I find and do here?

- Upload required documents and forms

File Upload

Please select a document type and upload supporting documents for it

Document Type

Select document type

Allowable file types: txt, pdf, doc, docx, xls, .xlsx, csv, png, jpg, jpeg.

Upload Documents

Signature

View or edit your electronic signature. You can edit your signature by clicking the Edit button.

What can I find and do here?

- Create an electronic signature for required forms

Signature

Current Signature:

Mike Participant

If the employer is unable to sign (because they are a minor or have a disability that prevents them from signing), their representative should type into the signature box: the participant's name, the word "by," and then the representative's name, relationship to the participant, and social security number.

Signature

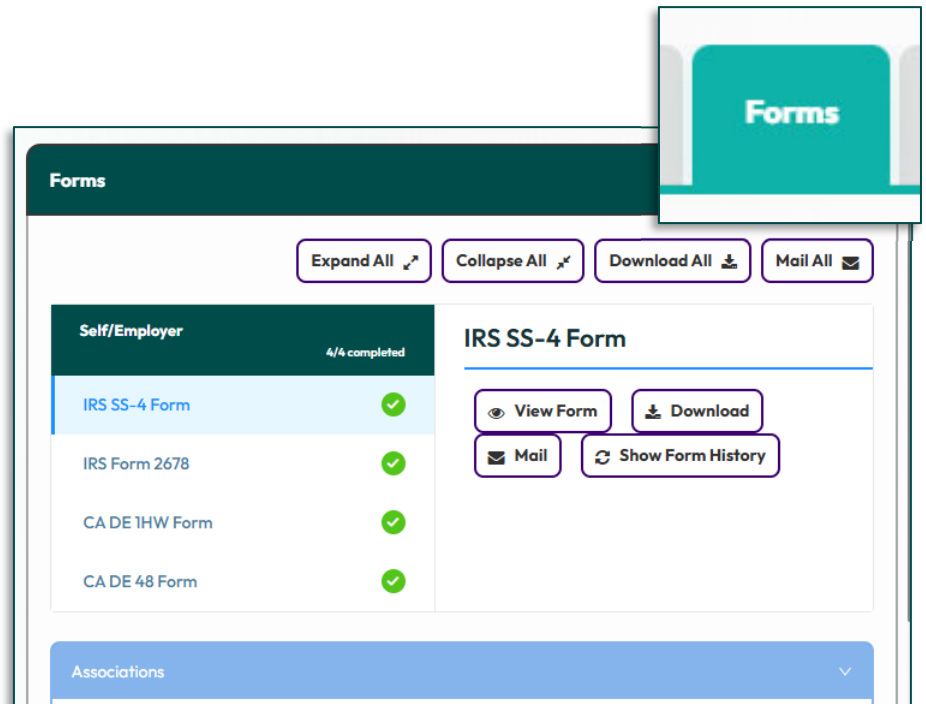
Forms

Holds all forms required to complete enrollment.

What can I find and do here?

- View and complete IRS and Tax forms
- View and sign joint employment forms for your participant

***Any joint forms are signed by both the Employer and the Provider.*

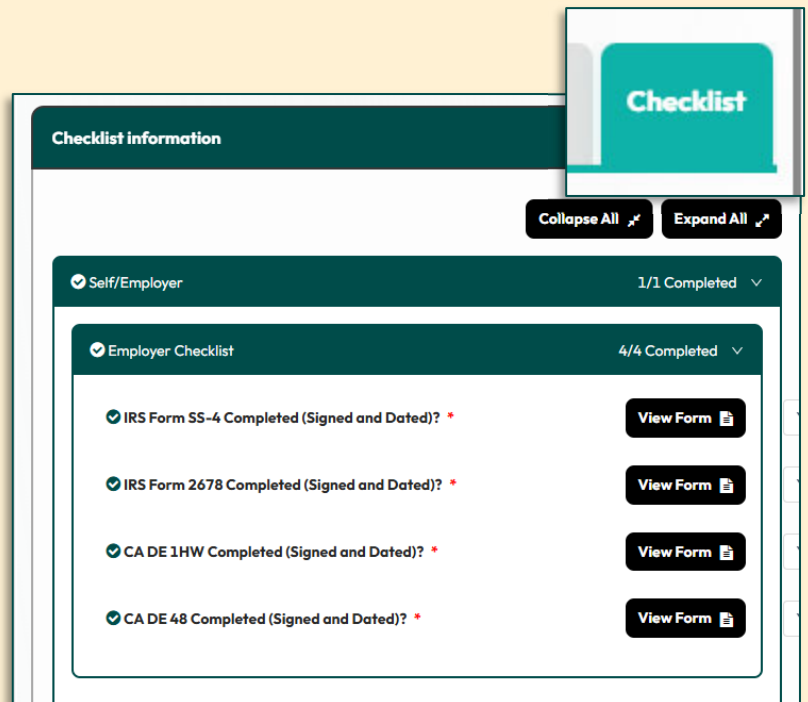


Checklist

See a list of all documents needed to complete enrollment.

What can I find and do here?

- Confirm form completion
- Confirm and verification completion of participants and providers you are working with as an Employer

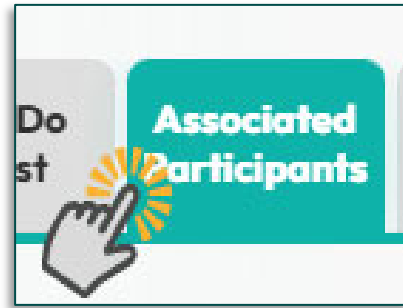


ACTING ON BEHALF OF YOUR PARTICIPANT

To perform tasks for your participant, like approving timesheets and invoices, EoRs must complete a few steps to begin.

1

From your PPL@Home profile, click the **'Associated Participants'** tab.



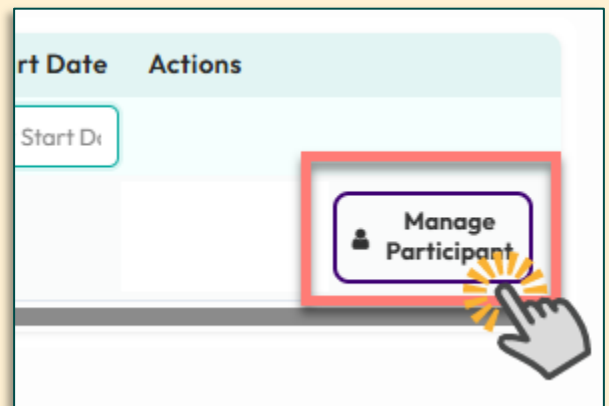
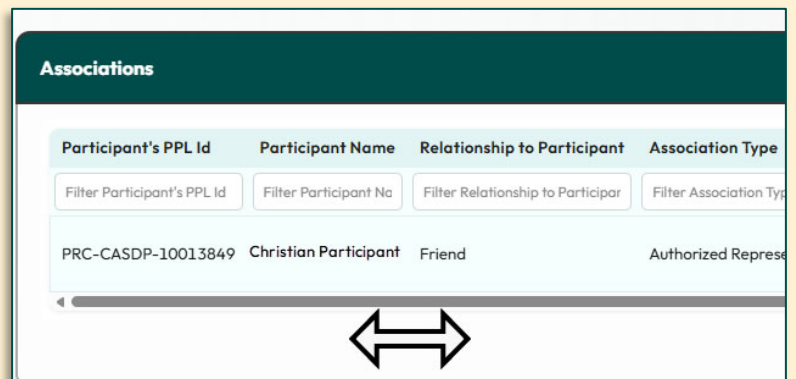
2

Locate the participant you would like to perform tasks for from the list.

Use the dark grey scroll bar to scroll to the right of the participant's line of information.

Click the **'Manage Participant'** button.

This will give you a PPL@Home view that mirrors the participant's view. Now, you can perform tasks the same way a participant would.



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



YOUR LIFE
YOUR CARE
YOUR PEOPLE