



# **PPL@Home** **Navigation for** **Independent** **Contractors**

Walk-Me Guide | California SDP



PPL@Home is your home base for your California SDP experience. It can show you the services you can provide your participant, your rates, and how to submit invoices.

Navigating your PPL@Home is simple; it is organized by easy to view tabs, each with a unique functionality of your role as an Independent Contractor.

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

## Details for Carlton

Summary

Enrollment Information

To Do List

Associated Participants

Service Credentials

Upload Documents

Signature

Forms

Checklist

Invoice

### Application Summary

Welcome Letter (Independent Contractor)

View

Download

Independent Contractor for participant(s)

1

To Do List

Pending

2

Completed

1

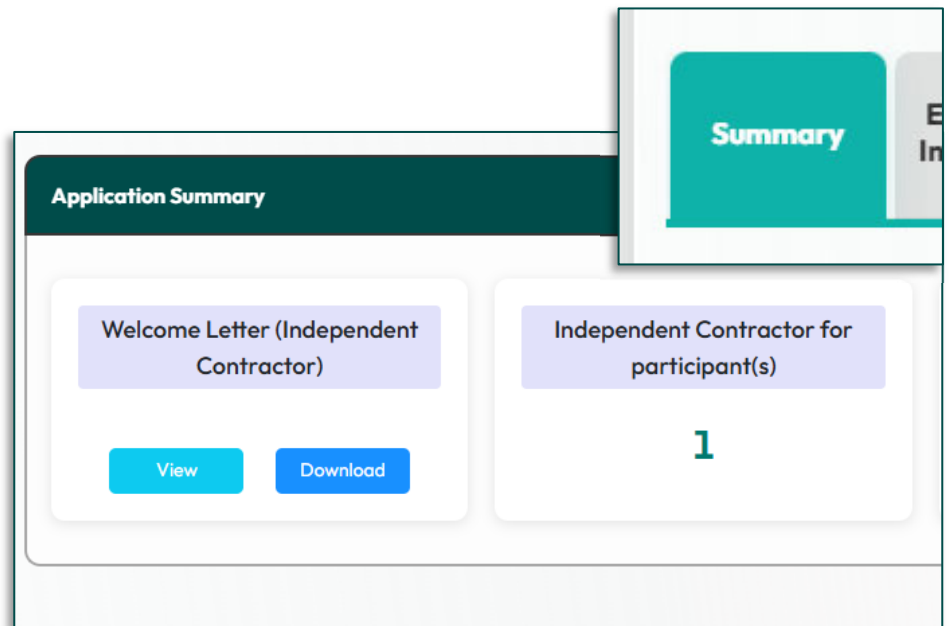
After logging in, you will see your Summary tab. This is your home page for PPL@Home.

# Summary

**Shows you general information about your account.**

What can I find and do here?

- View Welcome Letter
- Shows the number of participants assigned to you
- To Do list tracker

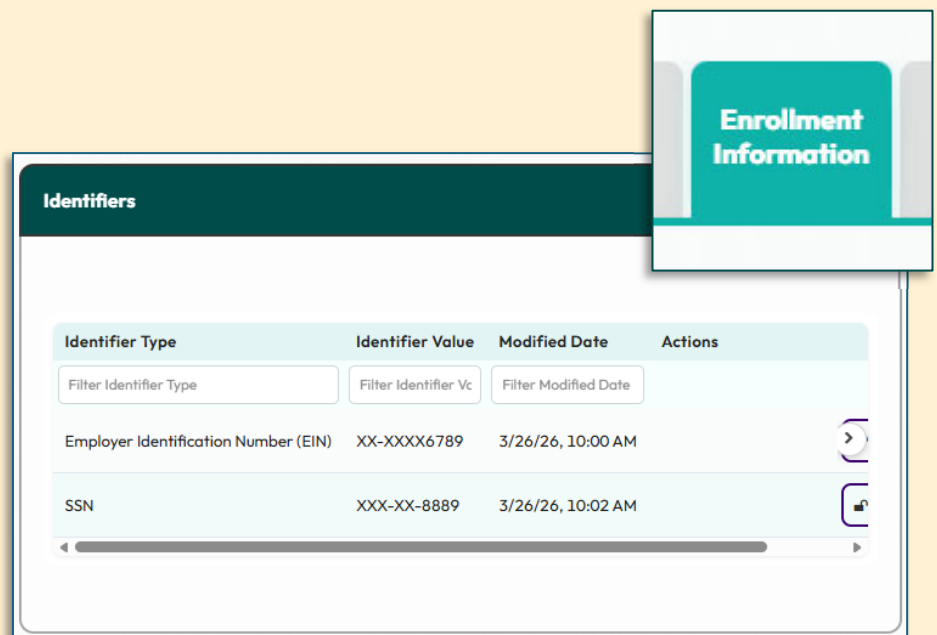


# Enrollment Information

**Shows demographic and unique information about you.**

What can I find and do here?

- PPL ID
- Information about you
- EIN and/or Social Security Number
- Contact/ communication details
- Payment method

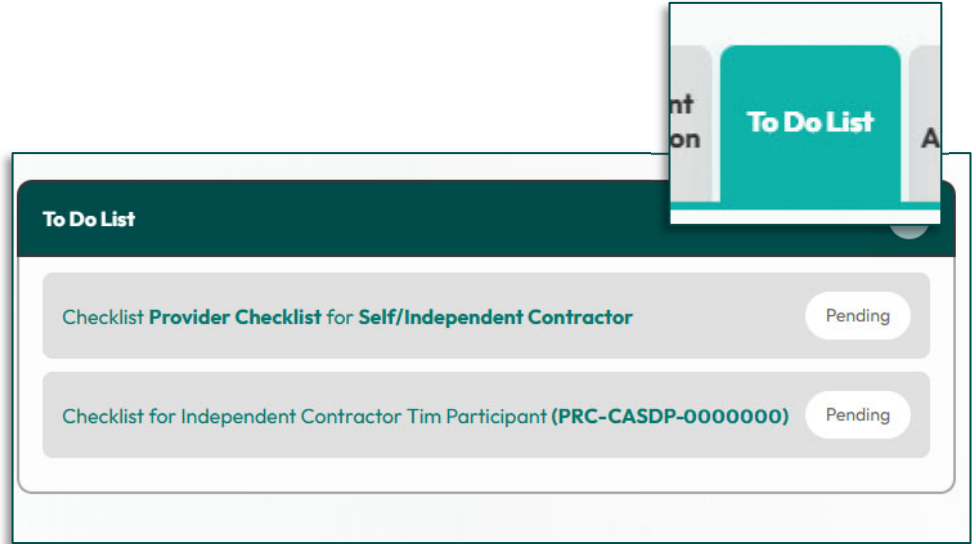


# To Do List

Shows the status of any required forms, documents, or actions that 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

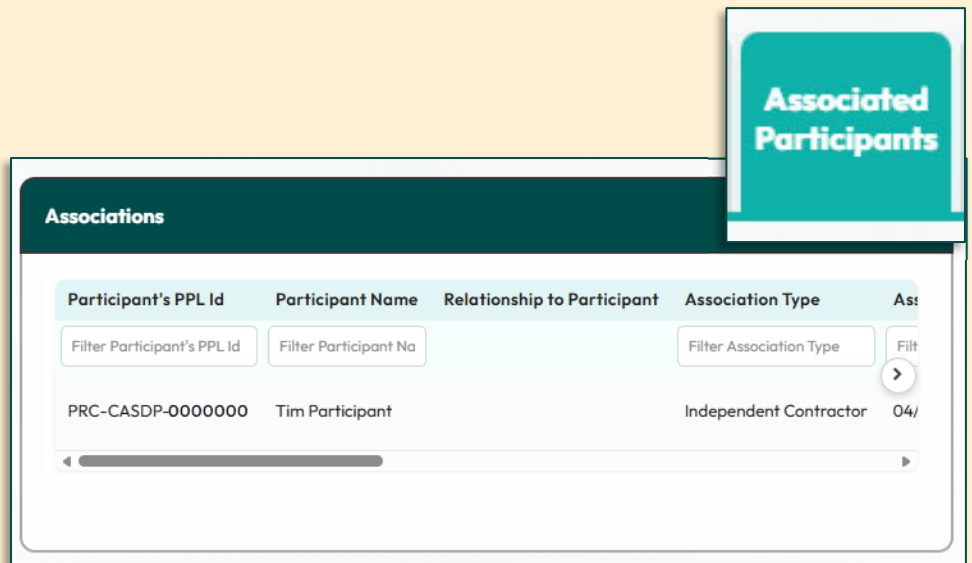


# Associated Participants

Lists all participants you are providing services to.

What can I find and do here?

- View details of each participant

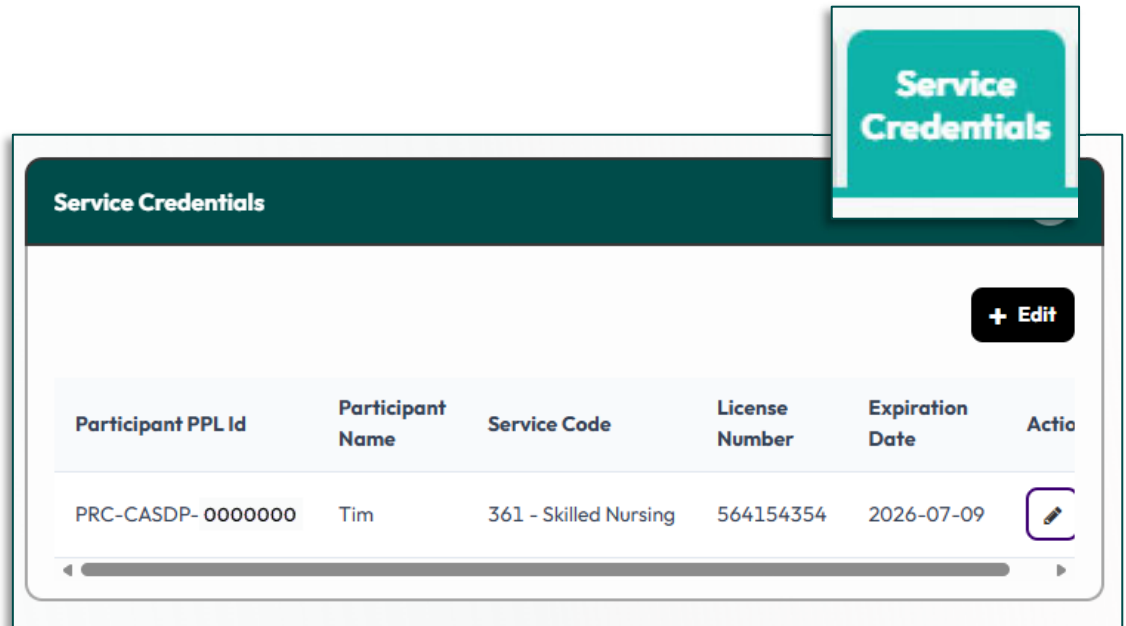


# Service Credentials

**View and add credentials for the approved services you can provide to your participant.**

What can I find and do here?

- View your service credentials
- Add and edit credentials

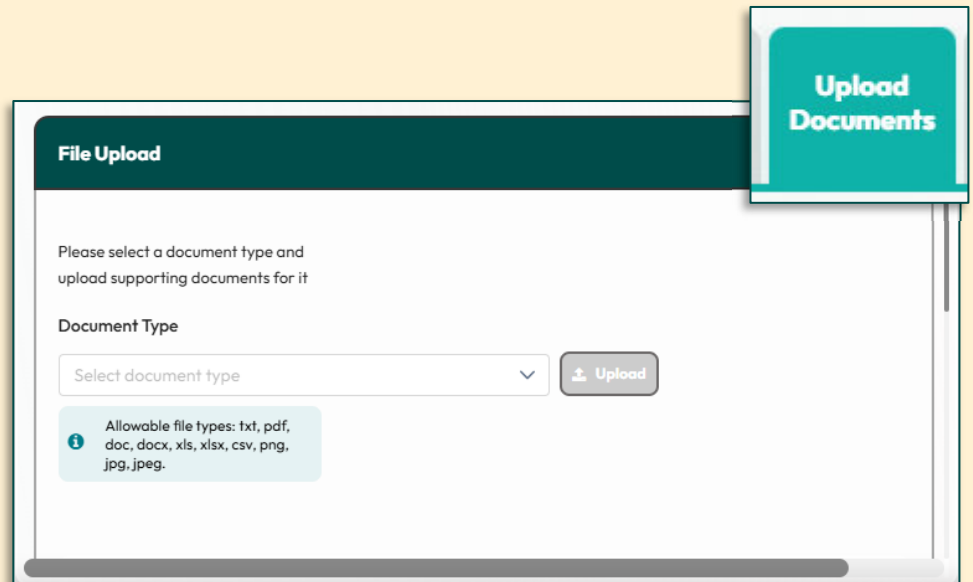


# Upload Documents

**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



# 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

# Forms

**Holds all forms required to complete enrollment, begin providing services and receive payment.**

What can I find and do here?

- View and complete tax forms/ joint forms
- Choose your payment method
- Electronically notate and sign all forms for your participant

# Checklist

View all required information related to your role (forms, verifications, EIN, credentials, etc.).

What can I find and do here?

- View the status of your required information

*\*\*You cannot edit information in the checklist*

Participant's PPL Id	000
Participant Name	Tim Participant
Relationship to Participant	-
Association Type	Independent Contractor
Association Start Date	04/09/2026

# Invoice

View and submit invoices.

What can I find and do here?

- View submitted invoices
- Add new invoices
- View processed and paid invoices

Invoice Date	03/16/2026
Invoice Number	KamalblockedTEST
Participant Name	QAKamal EightDonotuse
Participant PPL ID	PRC-CASDP-10015250
In Process Service Lines	1
Processed Service Lines	0
Invoice Total Amount	7.5

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



YOUR LIFE  
YOUR CARE  
YOUR PEOPLE