



PPL@Home Navigation for Legal Guardians

Walk-Me Guide | California SDP



PPL@Home is your home base for your California SDP experience. It can show you everything you need to help your participant manage his or her budget and Providers. Navigating your PPL@Home is simple; it is organized by easy to view tabs, each with a unique functionality of your role as a Legal Guardian (LG).

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

The screenshot shows a user profile page titled "Details for Juno". A horizontal navigation bar contains several tabs: "Summary", "Enrollment Information", "To Do List", "Associated Participants", "Upload Documents", "Signature", "Forms", and "Checklist". The "Summary" tab is highlighted with a red box. Below the navigation bar is a section titled "Application Summary" which contains three main cards. The first card is "Welcome Letter (Legal Guardian (LG))" with "View" and "Download" buttons. The second card is "Legal Guardian for Participants" with a large number "1". The third card is "To Do List" with a sub-table showing "Pending" (1) and "Completed" (0).

To Do List	
Pending	Completed
1	0

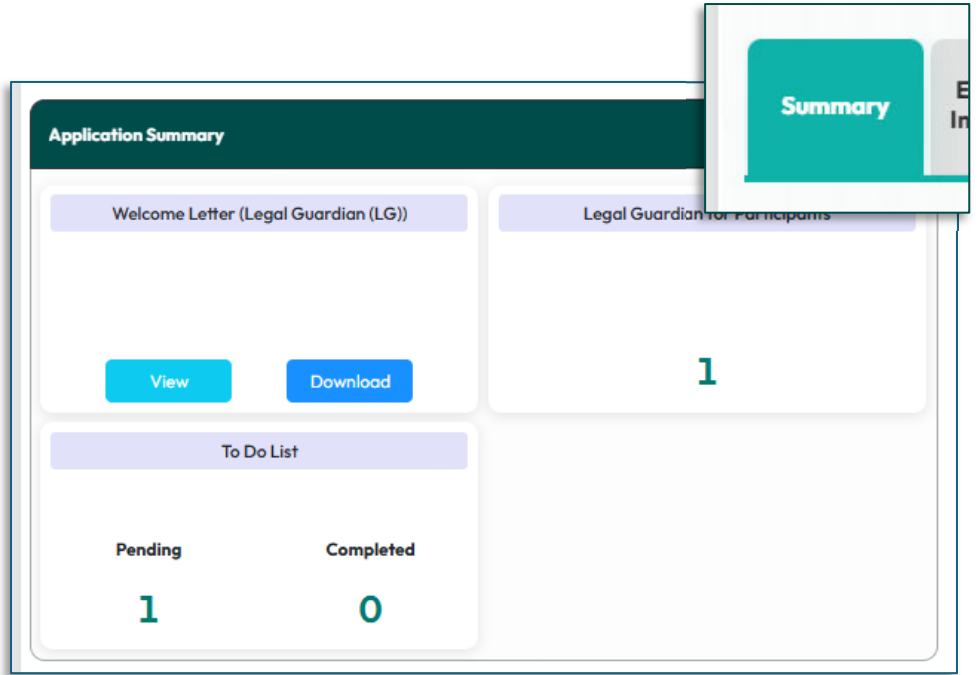
After logging in, you will see your Summary tab. This is your home page for PPL@Home.

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 LG
- To Do list tracker

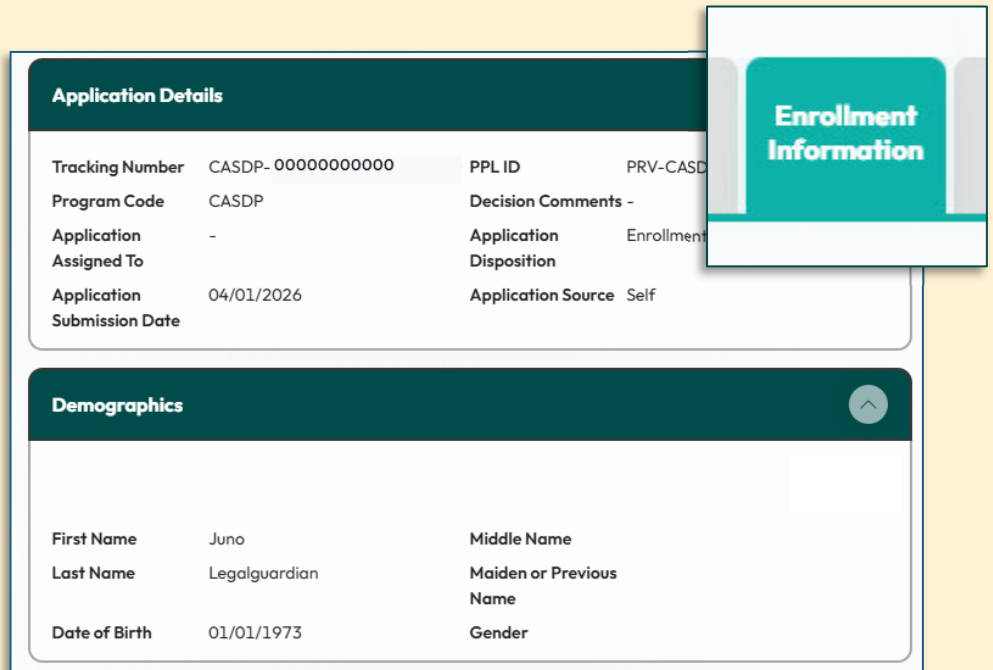


Enrollment Information

Shows demographic and unique information about you.

What can I find and do here?

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

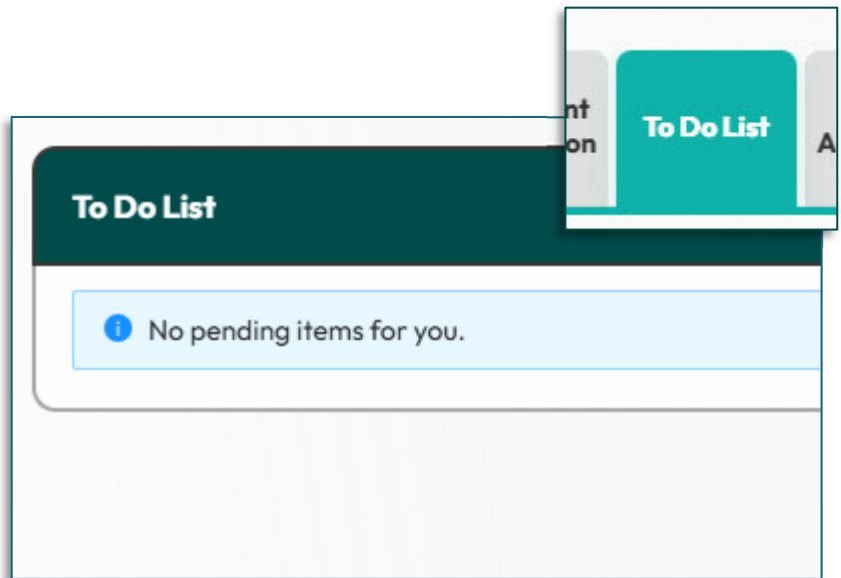


To Do List

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

What can I find and do here?

- Legal Guardians do not have any required forms to complete in PPL@Home.

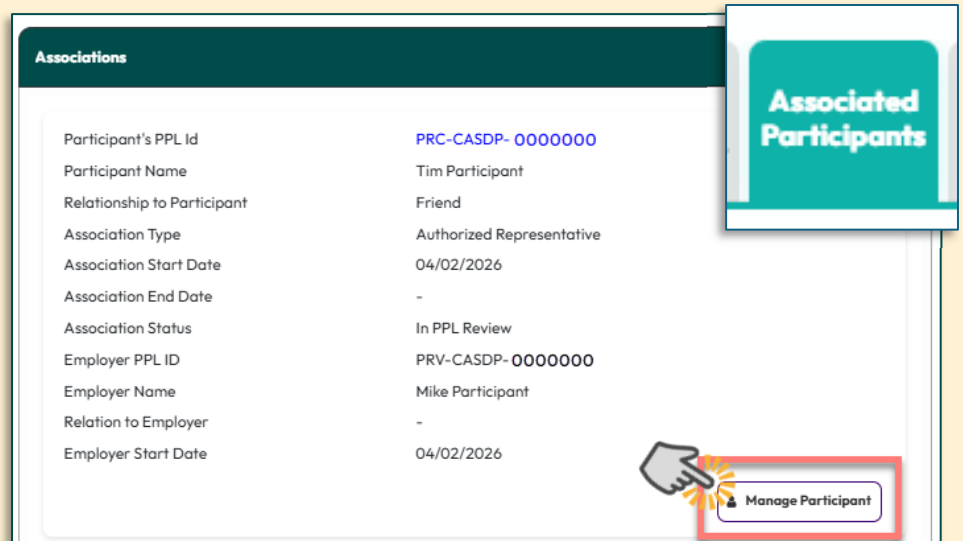


Associated Participants

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

What can I find and do here?

- View details of each participant
- Manage your participant



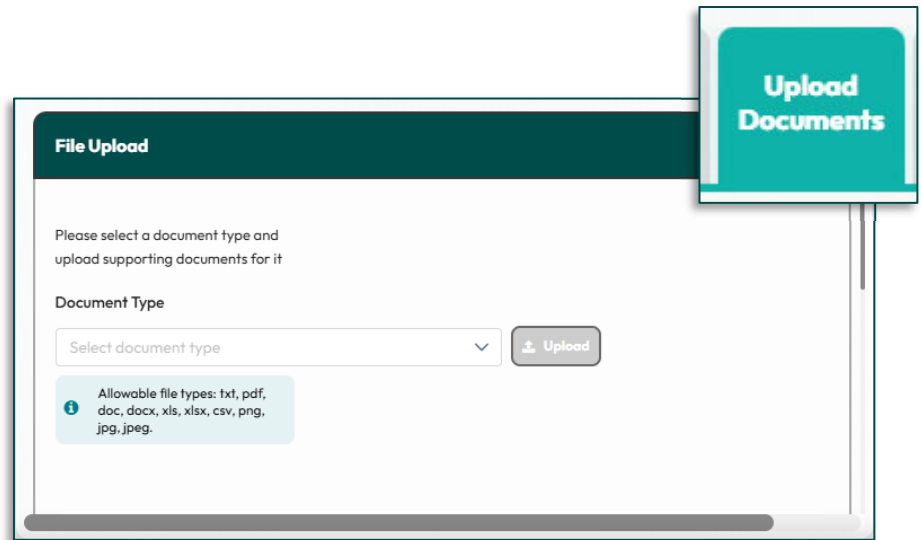
To complete tasks on behalf of your participant like approving timesheets click on the 'Manage Participant' button on the Participant line. You will see the participant's PPL@Home profile and complete tasks.

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

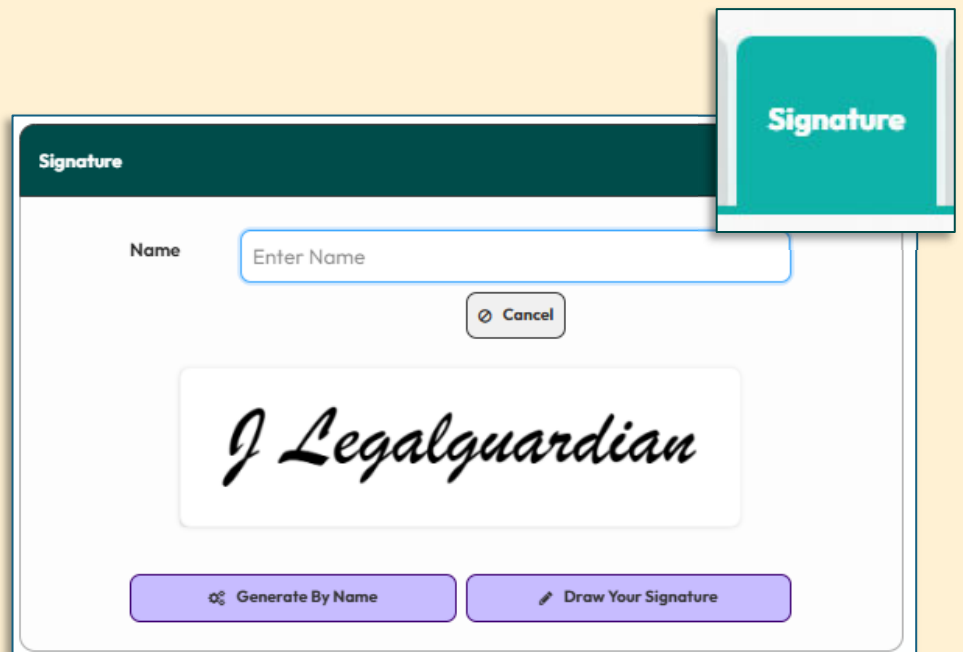


Signature

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

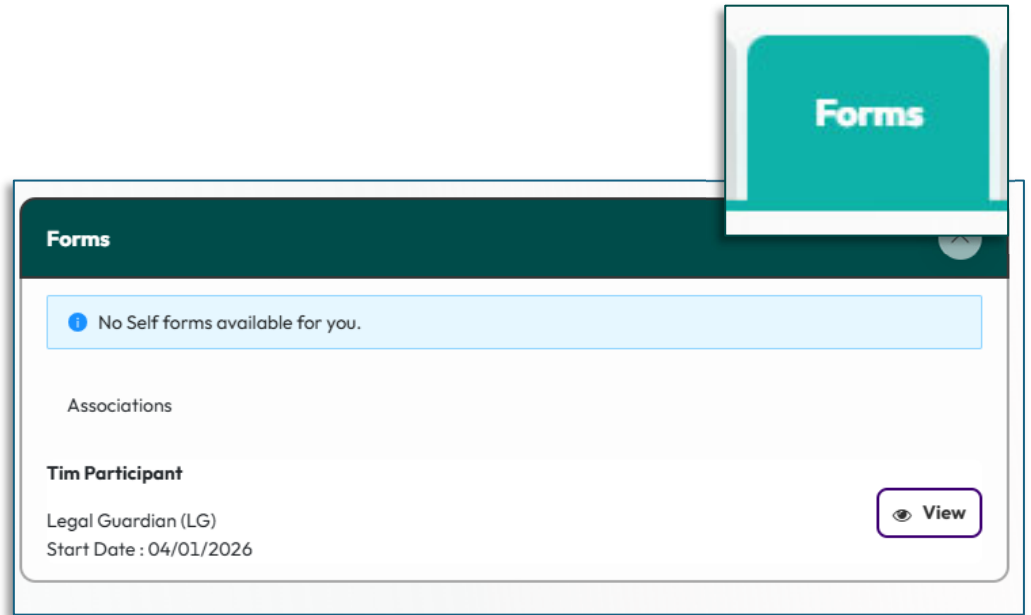


Forms

Holds all forms required to complete enrollment.

What can I find and do here?

- Legal Guardians do not have any forms to complete in PPL@Home.



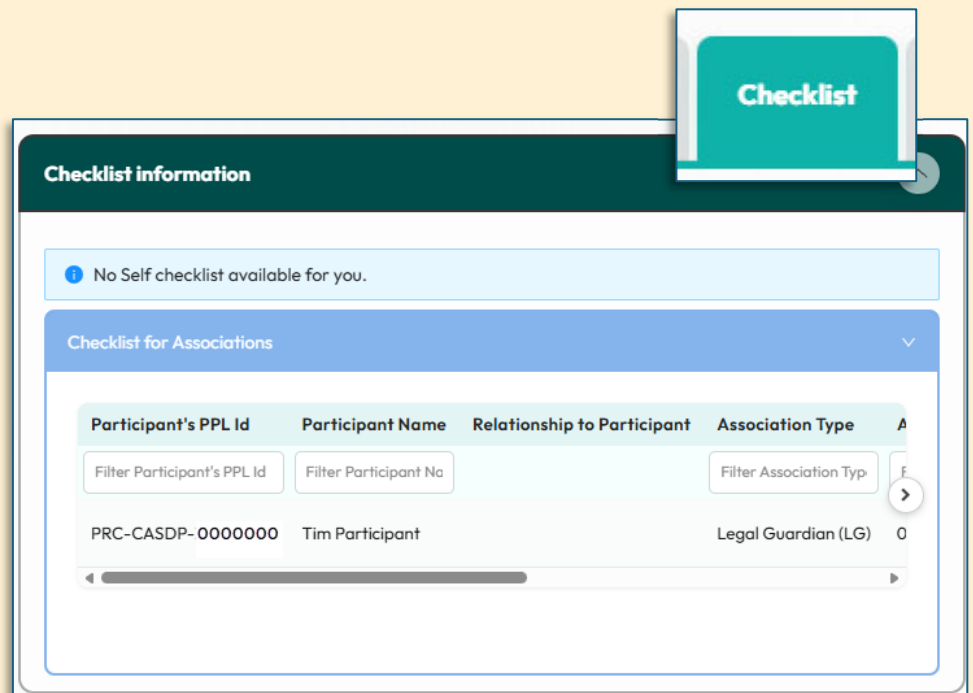
Checklist

Shows all documents that must be completed for registration.

What can I find and do here?

- View status of Legal Guardian required documentation

***You cannot edit anything in the 'Checklist' tab.*

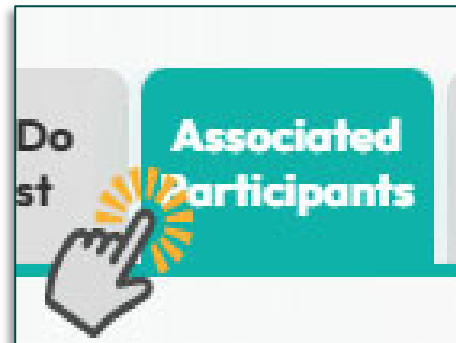


ACTING ON BEHALF OF YOUR PARTICIPANT

To perform tasks for your participant, like approving timesheets, Legal Guardians must complete a few steps to begin.

1

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



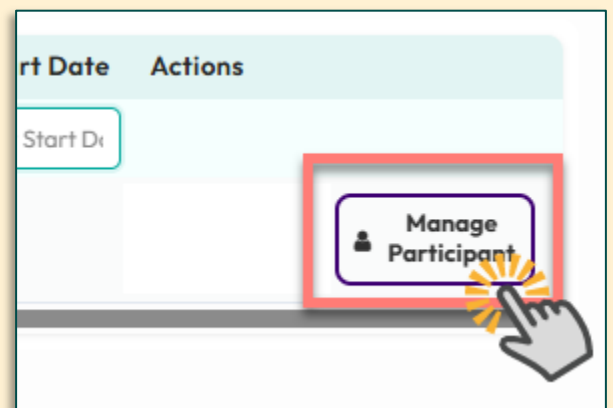
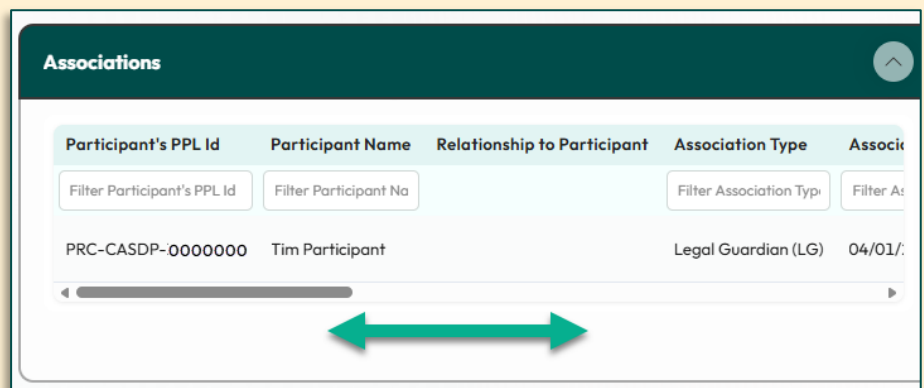
2

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