



PPL@Home **Navigation for** **Vendors**

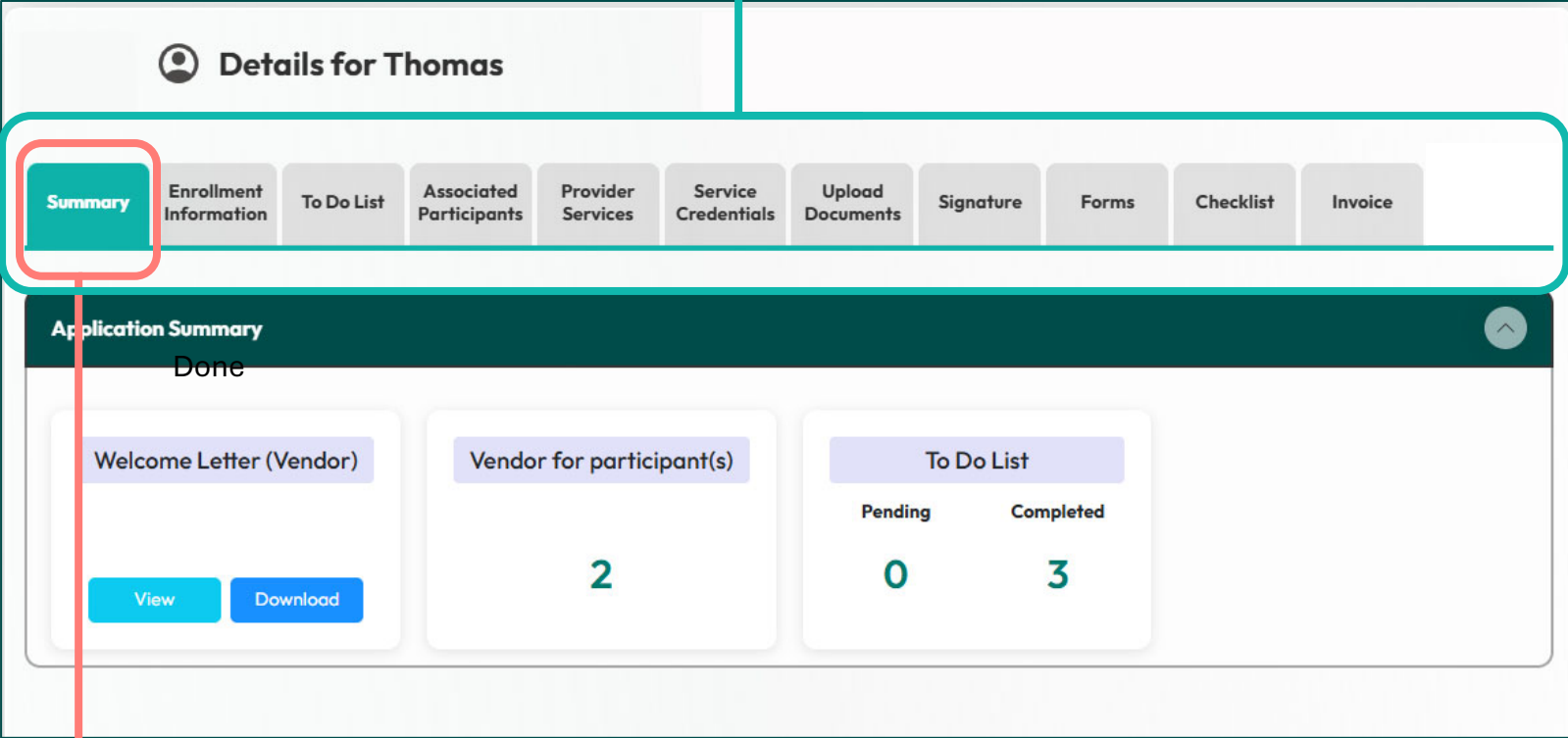
Walk-Me Guide | California SDP



PPL@Home is your home base for your California SDP experience. It can show you 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 function for of your role as a Vendor.

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



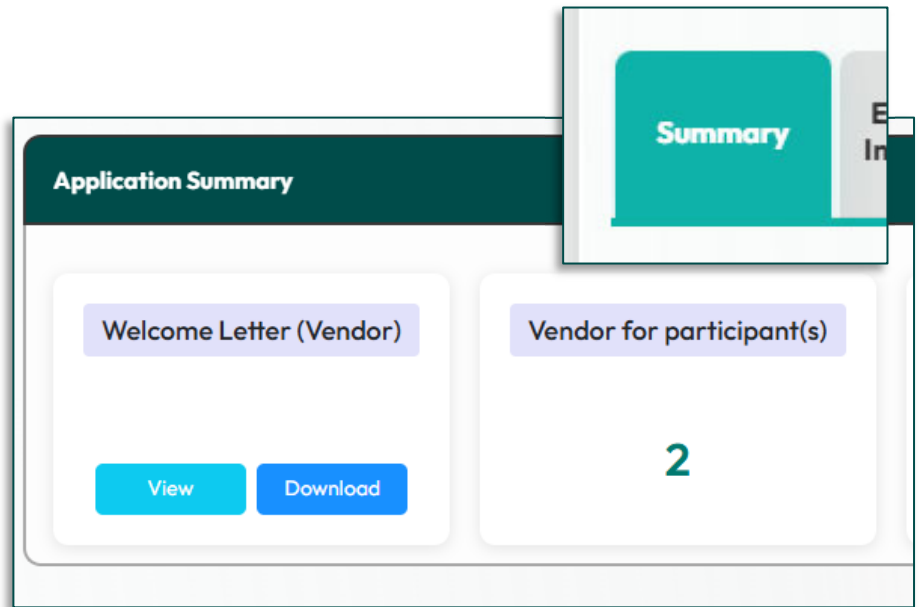
After logging in, you will see your Summary tab. This is your home page for PPL@Home.

Summary

Shows you general information about your account.

What can I find and do here?

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

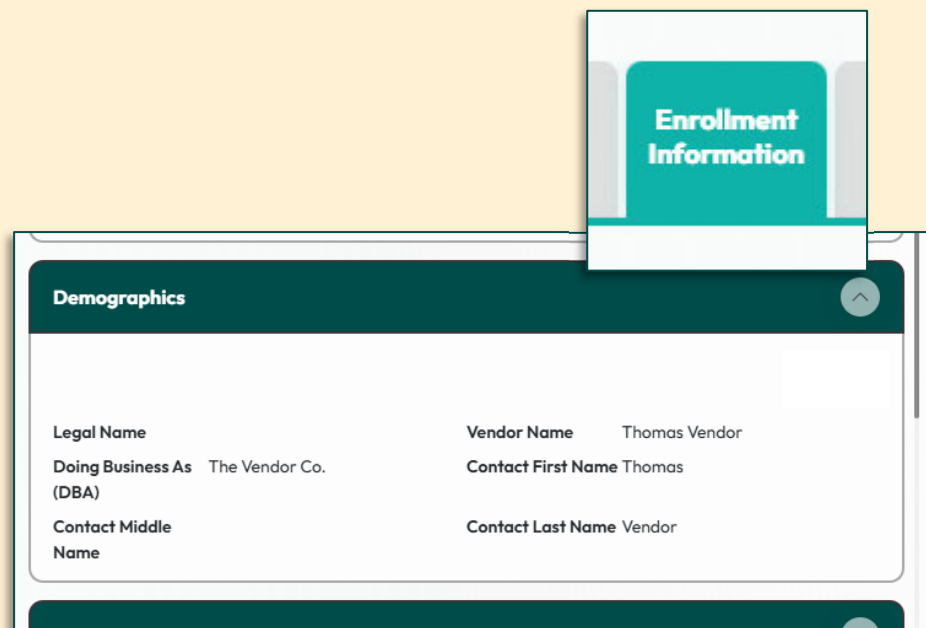


Enrollment Information

Shows demographic and unique information about you.

What can I find and do here?

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

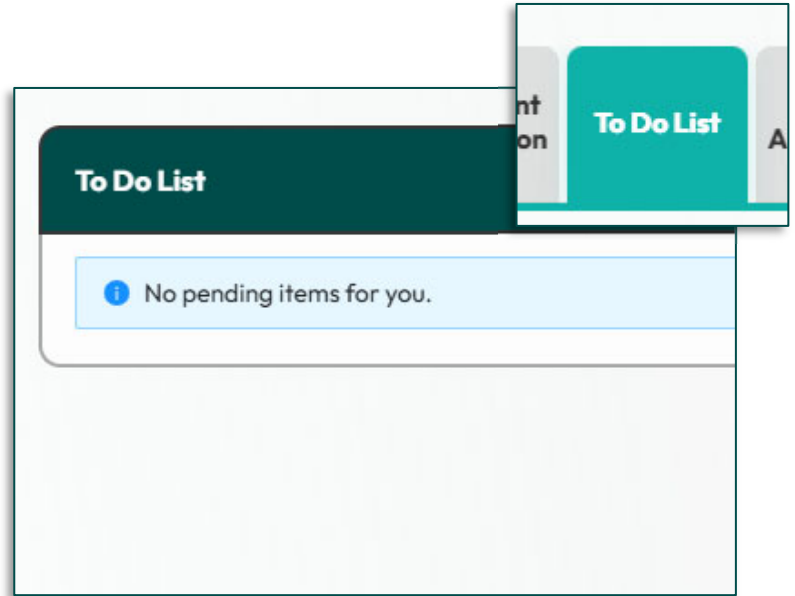


To Do List

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

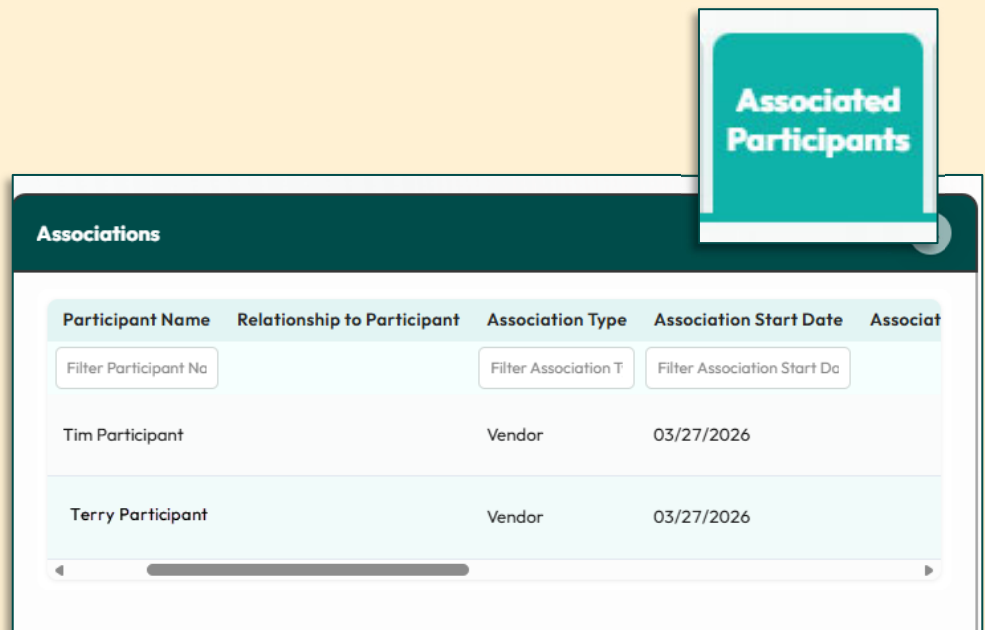


Associated Participants

Lists all participants you are providing services to.

What can I find and do here?

- View details of each participant

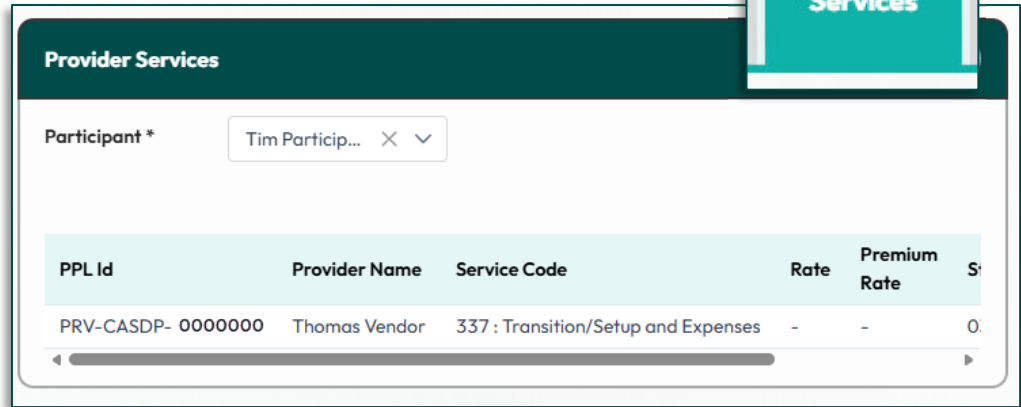


Provider Services

Shows all approved services you can perform for each participant.

What can I find and do here?

- View services you are approved to provide
- View your rates for services



The screenshot shows the 'Provider Services' interface. At the top, there is a header 'Provider Services' and a dropdown menu for 'Participant *' with 'Tim Particip...' selected. Below this is a table with columns: PPL Id, Provider Name, Service Code, Rate, Premium Rate, and a partially visible 'St' column. The table contains one row of data.

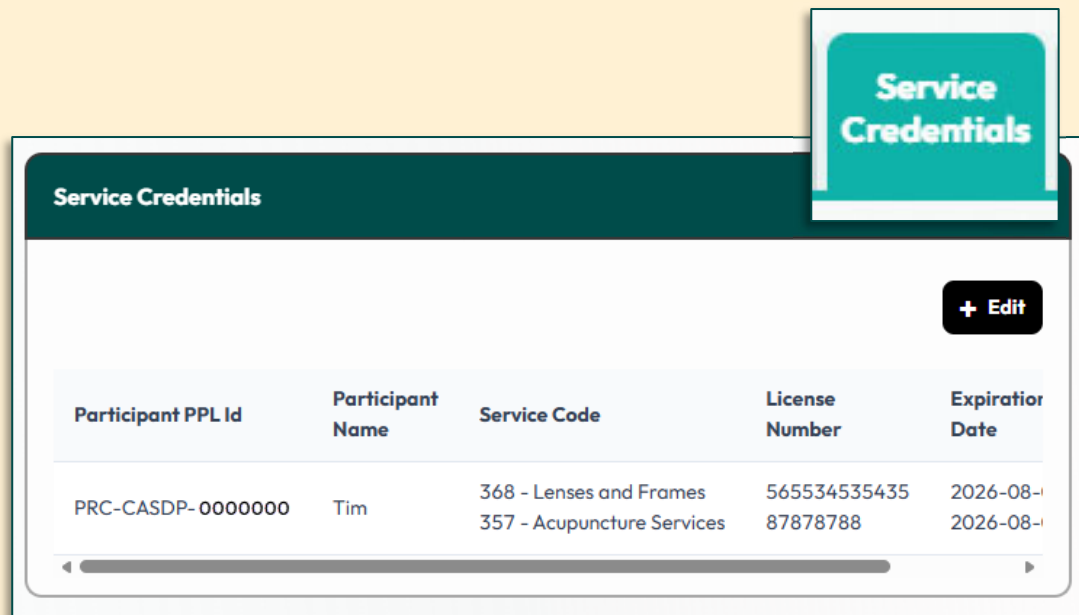
PPL Id	Provider Name	Service Code	Rate	Premium Rate	St
PRV-CASDP- 0000000	Thomas Vendor	337 : Transition/Setup and Expenses	-	-	0.

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



The screenshot shows the 'Service Credentials' interface. At the top, there is a header 'Service Credentials' and a '+ Edit' button. Below this is a table with columns: Participant PPL Id, Participant Name, Service Code, License Number, and Expiration Date. The table contains two rows of data.

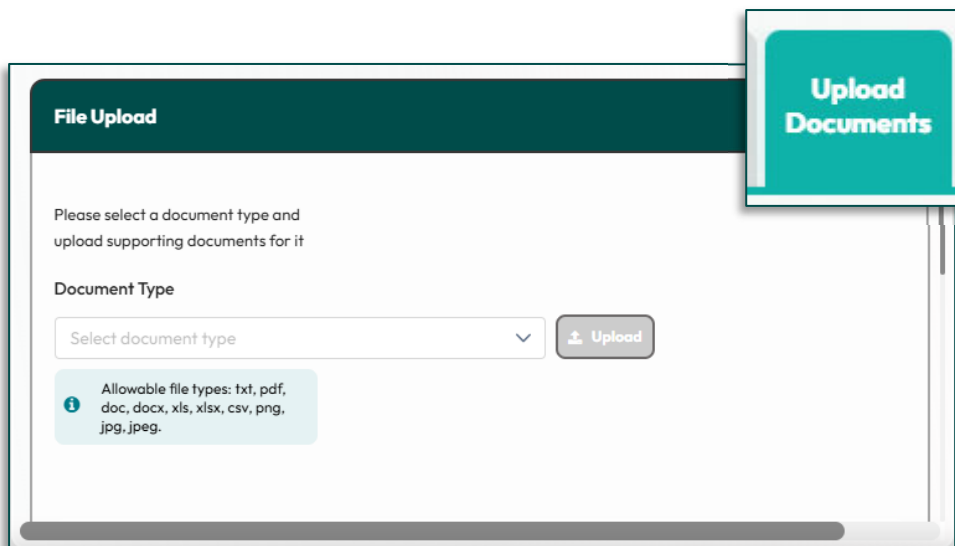
Participant PPL Id	Participant Name	Service Code	License Number	Expiration Date
PRC-CASDP-0000000	Tim	368 - Lenses and Frames	565534535435	2026-08-1
		357 - Acupuncture Services	87878788	2026-08-1

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



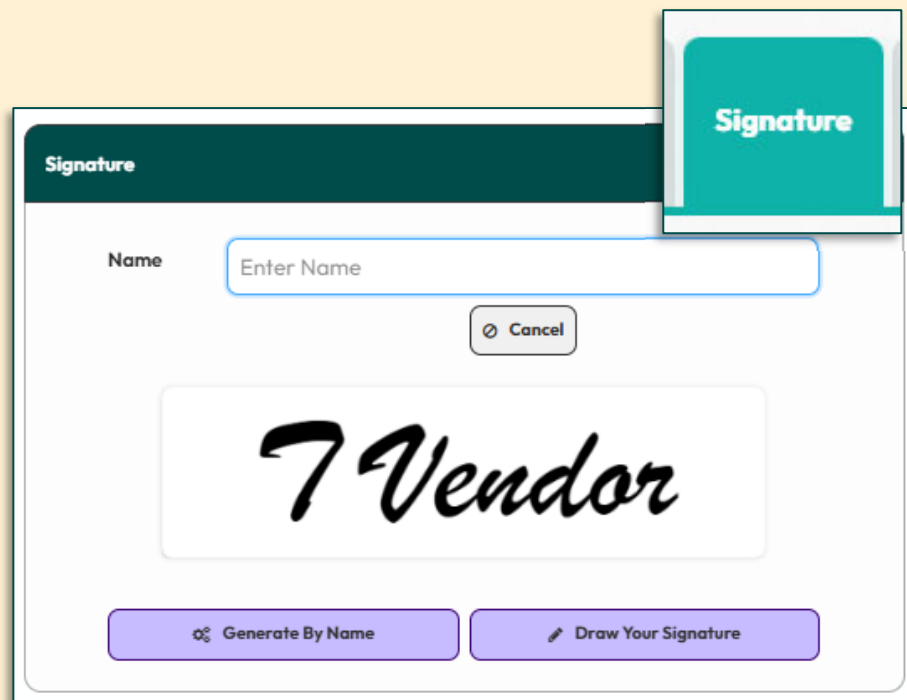
The screenshot shows a 'File Upload' interface. At the top right, there is a teal callout box with the text 'Upload Documents'. The main interface has a dark teal header with the title 'File Upload'. Below the header, there is a message: 'Please select a document type and upload supporting documents for it'. Underneath, there is a 'Document Type' section with a dropdown menu labeled 'Select document type' and a button labeled 'Upload' with a document icon. A light blue information box below the dropdown lists 'Allowable file types: txt, pdf, doc, docx, xls, xlsx, csv, png, jpg, jpeg.'

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



The screenshot shows a 'Signature' interface. At the top right, there is a teal callout box with the text 'Signature'. The main interface has a dark teal header with the title 'Signature'. Below the header, there is a 'Name' field with the placeholder text 'Enter Name' and a 'Cancel' button. In the center, there is a large white box containing a handwritten signature that reads '7 Vendor'. At the bottom, there are two buttons: 'Generate By Name' and 'Draw Your Signature'.

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
- Choose your payment method
- Electronically notate and sign all forms for your participant

The screenshot shows a web interface for the 'Forms' section. At the top, there are 'Expand All' and 'Collapse All' buttons. Below, a 'Self/Vendor' section indicates '2/2 completed'. A table lists 'IRS Form W-9 Form' and 'Vendor Details Form', both with green checkmarks. The 'IRS Form W-9 Form' is expanded to show 'Section 1: Identification' with radio button options for federal tax classification: Individual/sole proprietor, C Corporation, S Corporation, Partnership, Trust/estate, Limited liability company (selected), and Other. A text input field for 'LLC tax classification' contains the letter 'y'.

Checklist

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

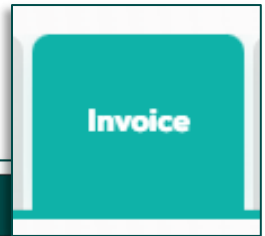
What can I find and do here?

- View the status of your required information

***You cannot edit information in the checklist*

The screenshot shows a 'Checklist information' page. At the top right, there are 'Collapse All' and 'Expand All' buttons. Below, a 'Self/Vendor' section indicates '1/1 Completed'. A 'Provider Checklist' section shows '17/17 Completed'. A table lists checklist items: 'IRS Form W-9 Completed (Signed and Dated)?' with a 'View Form' button and a 'Yes' input field; 'W-9 Entity Classification?' with a 'VAGR' input field; 'Vendor Details Form Completed (Signed and Dated)?' with a 'View Form' button and a 'Yes' input field; and 'Select each Service the vendor is providing?' with a '357,367,368,310' input field.

Invoice



View and submit invoices.

What can I find and do here?

- View submitted invoices and their status
- 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