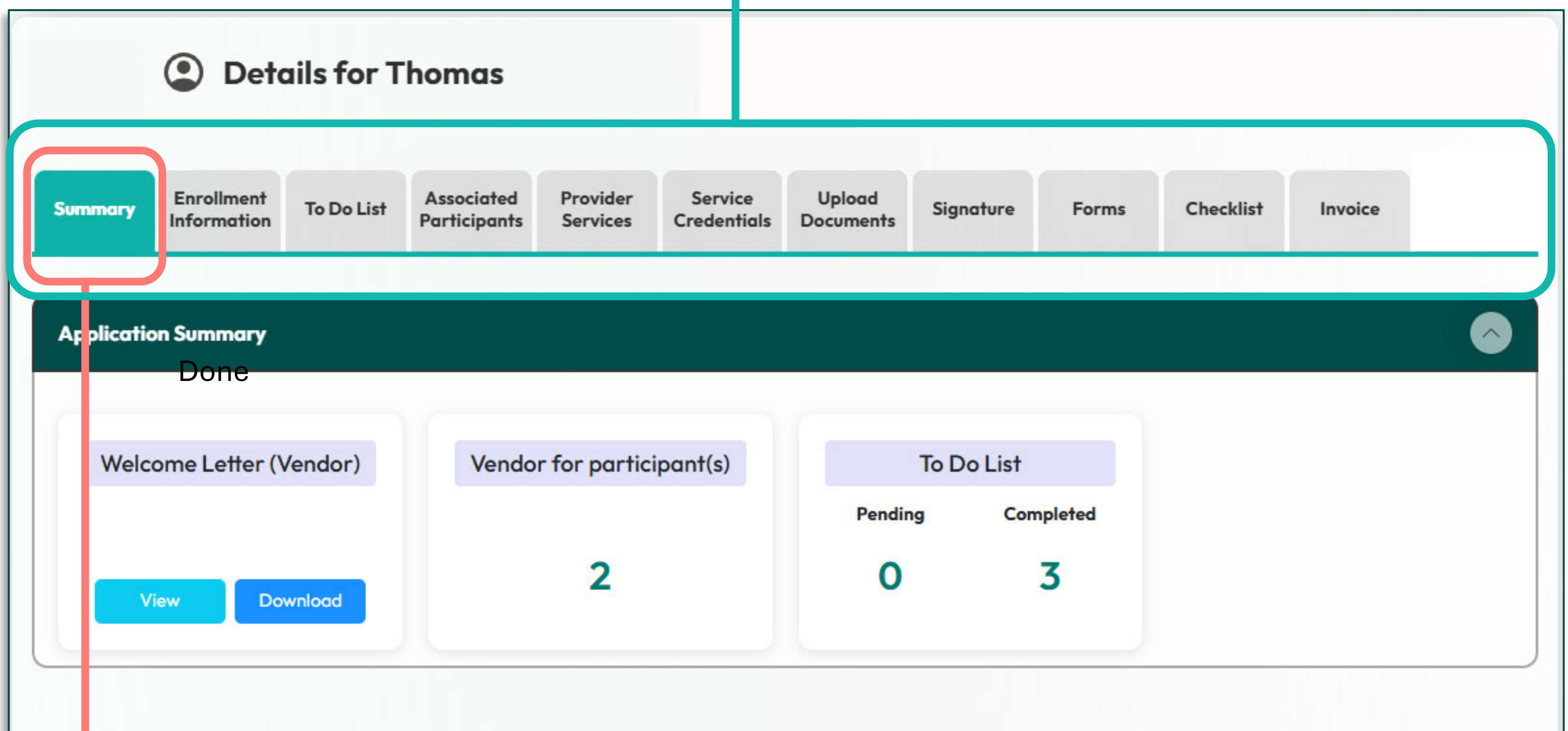
PPL@Home Navigation for Vendors

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.



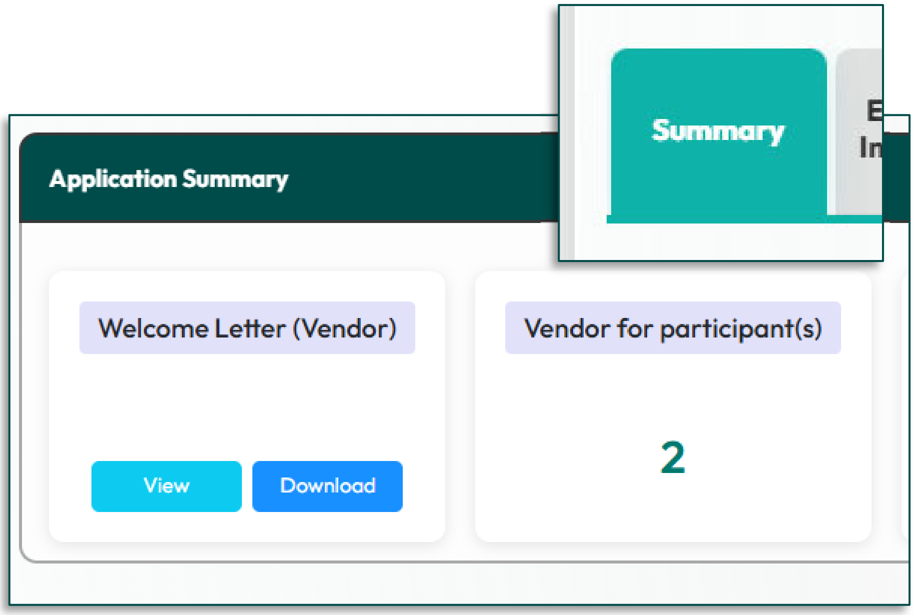
After logging in, you will see your Summary tab. This is your home page for PPL@Home.

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

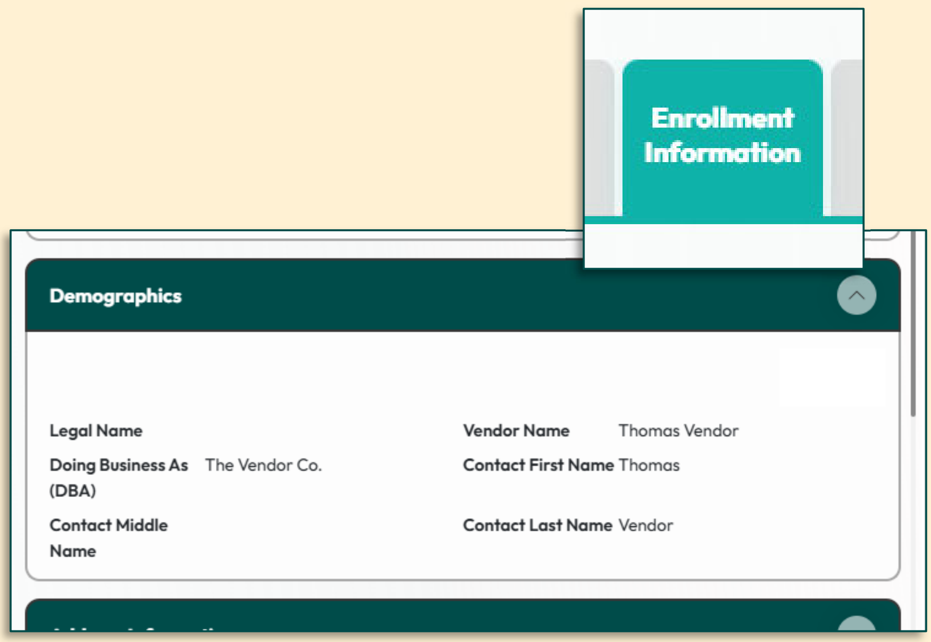


Enrollment Information

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

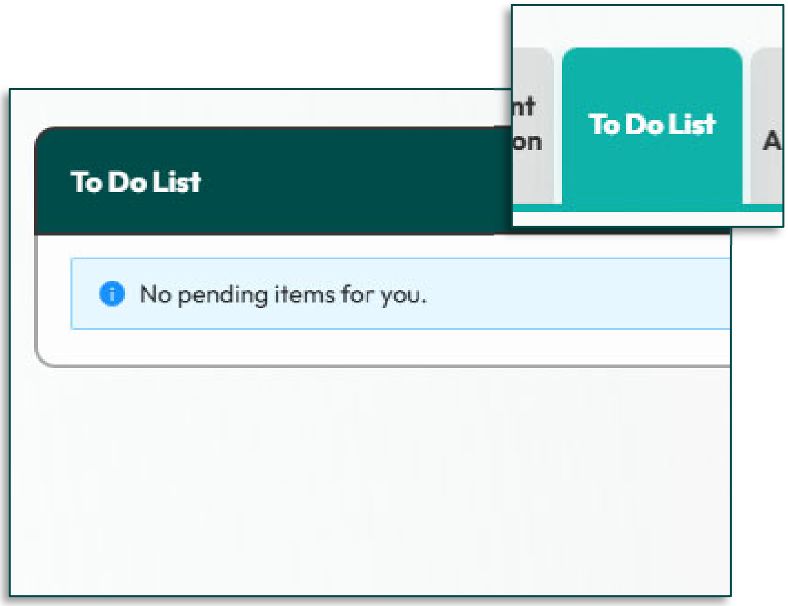


To Do List

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

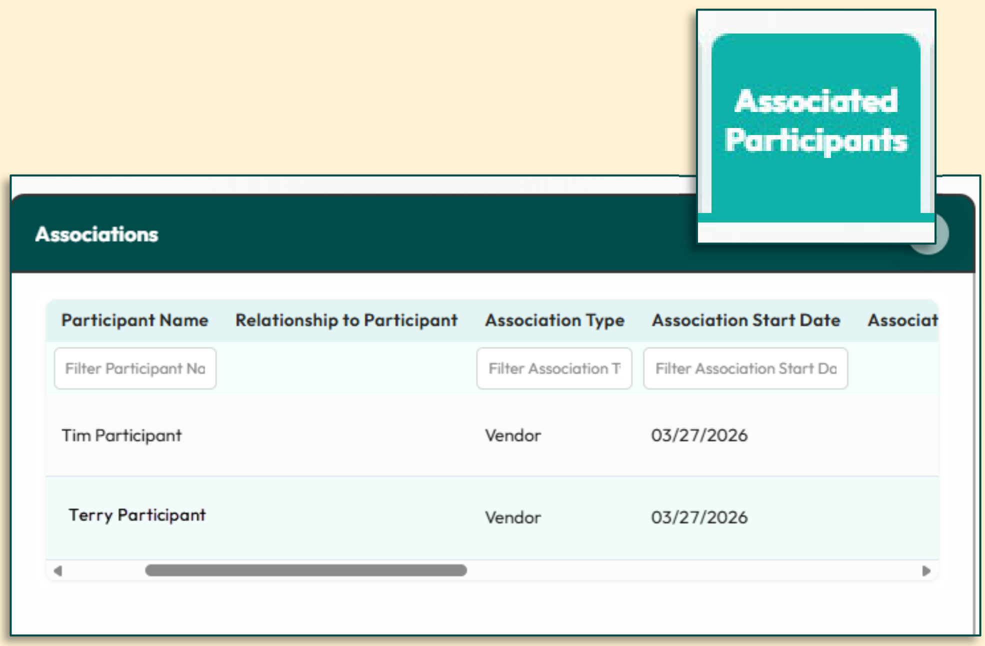


Associated Participants

Lists all participants you are providing services to.

What can I find and do here?

- View details of each participant

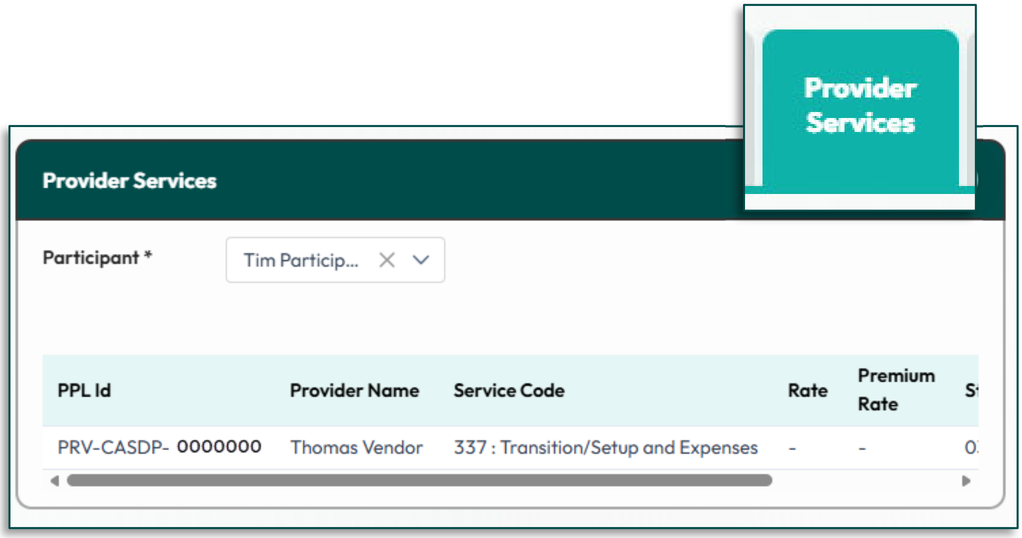


Provider Services

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

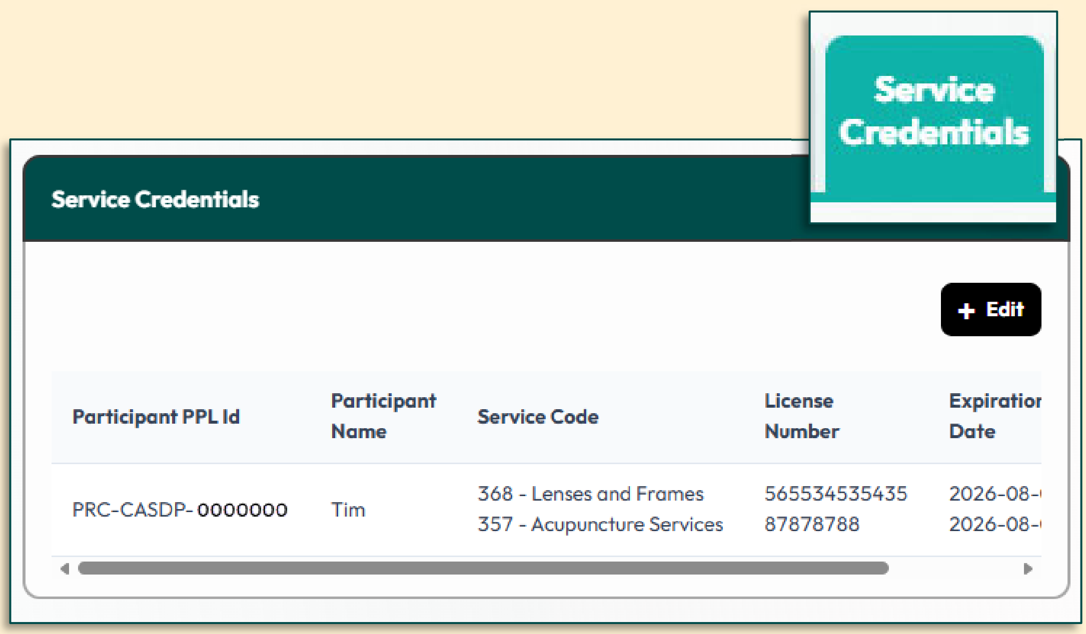


Service Credentials

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

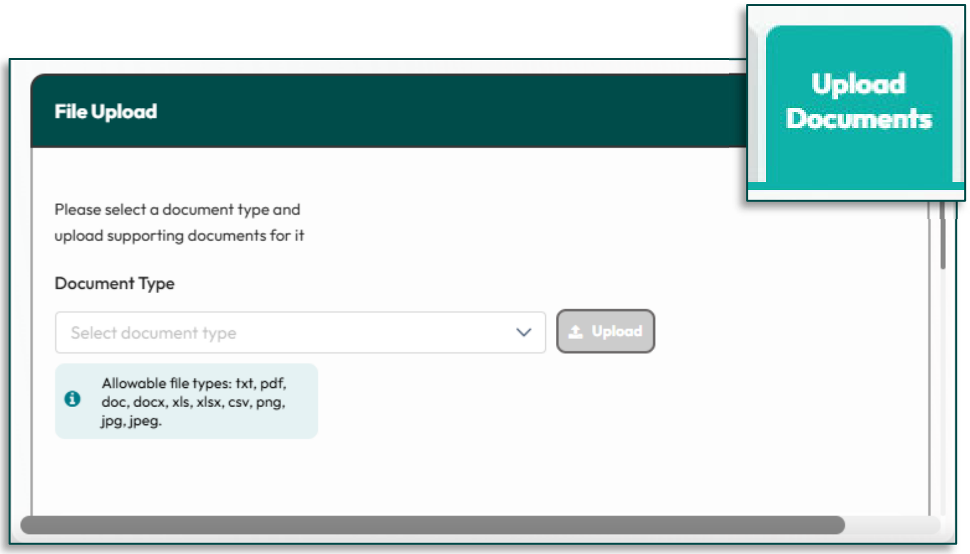


Upload Documents

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

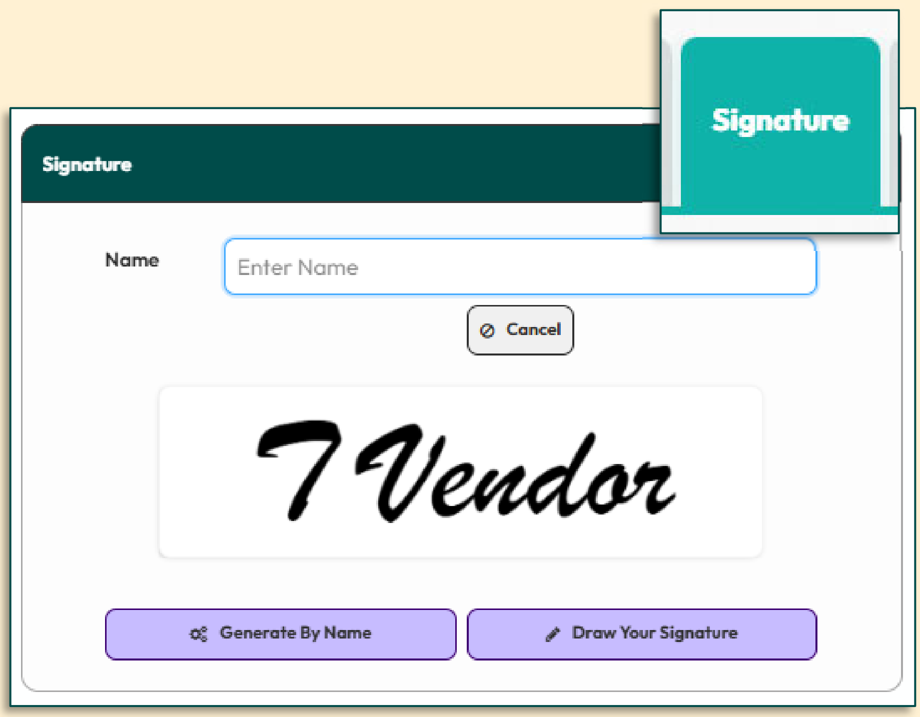


Signature

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

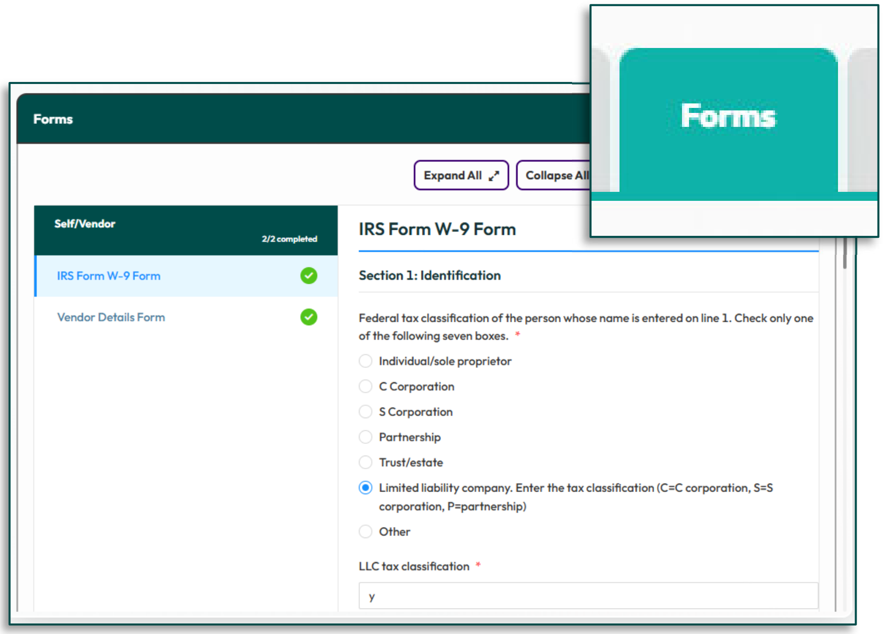


Forms

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



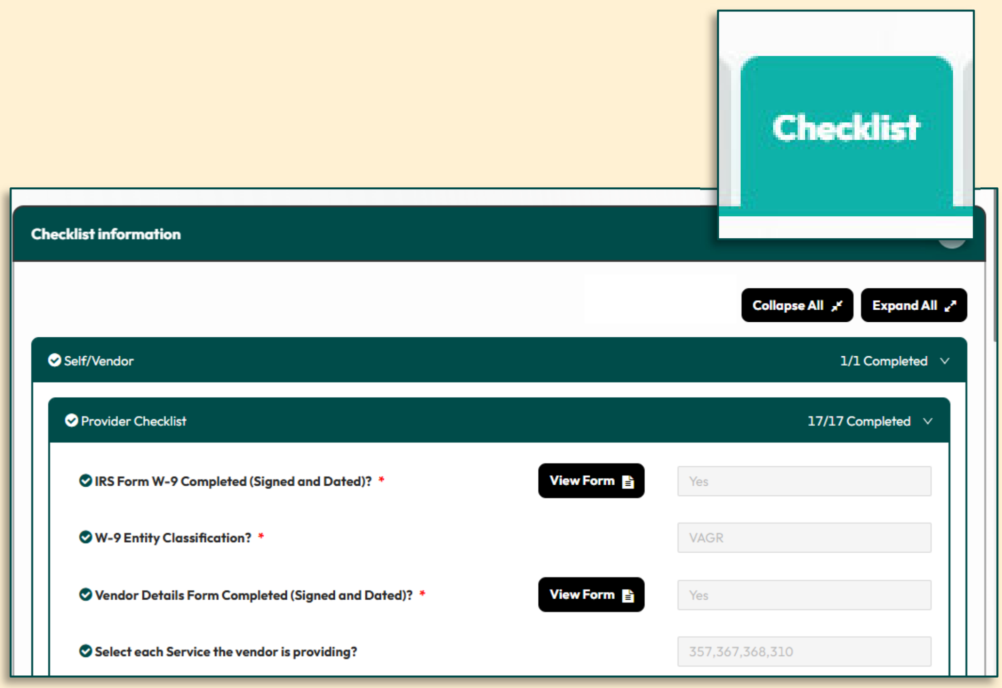
Checklist

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*

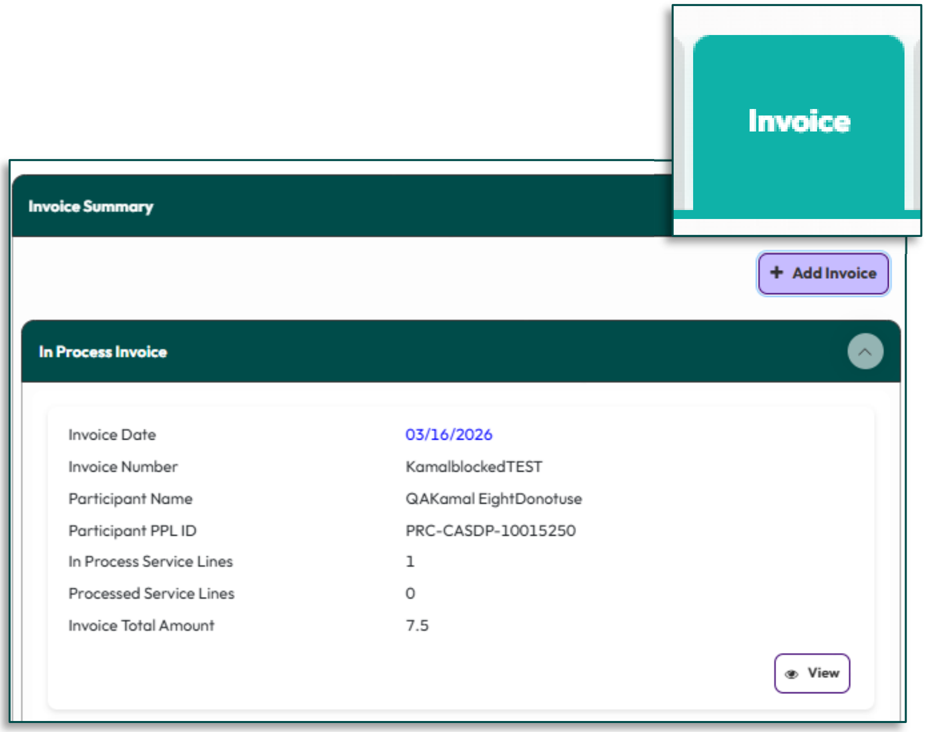


Invoice

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



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

YOUR LIFE
YOUR CARE
YOUR PEOPLE