



Submitting a Purchase Request in PPL@Home for Associations

California SDP | Quick Guide

1. From PPL@Home, click on the **'Associated Participants'** tab.
2. Click the **'Manage Participant' button** on the far right of the line of information for the Participant you are approving time for.
3. From PPL@Home, click the **'Purchase Request' tab**.
4. Click the purple '+Create Purchase Request' button.
5. You will now fill out all the details of the purchase request you are making:
 - Check the box if you need the item shipped to a different address than what shows on the screen.
 - Any fields marked with a red asterisk '*' are required. You should complete as many fields as possible to process your purchase request quickly.
 - Select the Service Code and Service Description by clicking each drop down menu.
6. Scrolling down, you can now enter the details of the item you are requesting:
 - Item description
 - URL
 - Quantity
 - Price per item
 - Uploads (optional)

This will calculate the total price for that item. You can add an additional line for this purchase request by clicking the purple '+Add new entry' button.
7. Review your purchase request. If it is correct, click the purple 'Save' button.
8. Your purchase request will show as a new line in the Purchase Requests accordion menu.

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



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YOUR PEOPLE