



# Submitting an Invoice in PPL@Home

## California SDP | Quick Guide

When you need to bill your Participant for services you provided, PPL@Home makes the process simple. Once submitted, your Participant can easily approve them so you can get paid on payday.

1. From PPL@Home, click the **'Invoice' tab**.

2. Click the purple **'+Add Invoice' button**.

3. Using the drop-down menus, select the Participant and Invoice Date. Invoice number is optional if you would like to use it for identification purposes. Then click the **purple '+Add a new line' button**.

4. Use the drop-down menus to select the:

- Service date
- Service code
- Service description
- Enter the number of units used
- Enter the rate

You can add more lines to the same invoice by clicking the purple **'+Add a new line' button**.

5. **You are required to upload a receipt.** Click the **purple 'Upload' button** and select a file. You will see the file you uploaded successfully under the **'Upload'** button.

6. Review the information you entered, then click the purple **'Submit' button**. You will see a pop-up stating your invoice submission was successful.

You can view your submitted Invoices from the **'In Process Invoice'** accordion menu and clicking the **'View' button**.

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