



# Managing Your Participant in PPL@Home

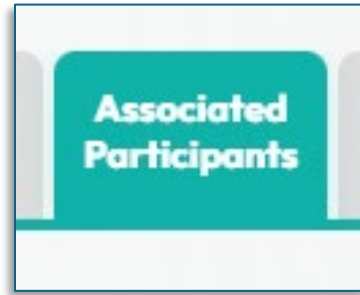
Walk-Me Guide | California SDP



To perform tasks on behalf of your Participant, there is a simple process to navigate to their profile and perform actions like approve invoices and timesheets and see authorization spending. **This only appears for associations in Paperwork Complete status.**

1

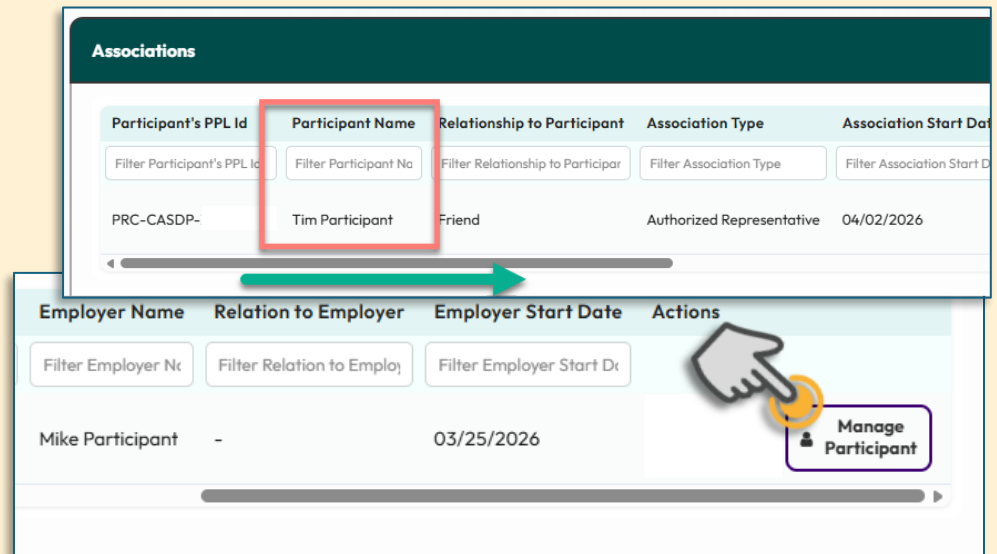
After logging into PPL@Home, click on the **Associated Participants** tab.



2

Under the **'Associations accordion menu'**, locate the participant you would like to perform tasks for.

Scroll to the right of their information line and select the **'Manage Participant'** button.

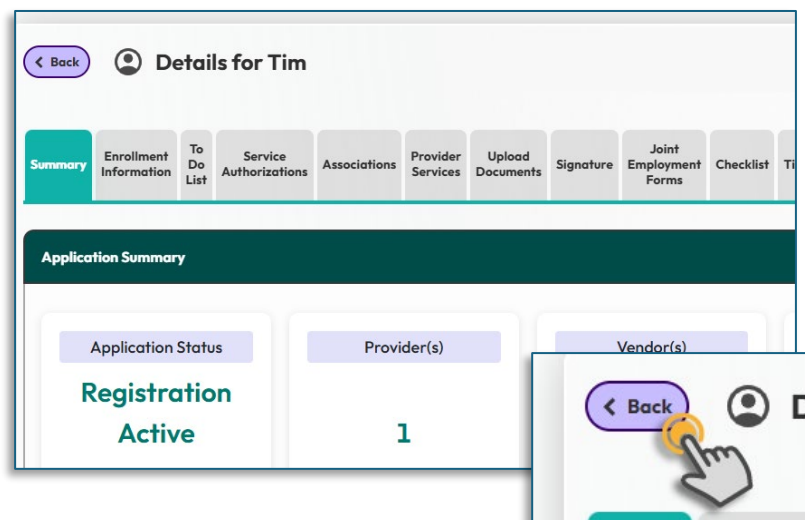


The Manage Participant button will only show if you are in Paperwork Complete status with all required forms and documentation completed.

3

You will now be presented with the Participant's PPL@Home view where you can perform actions the same as the Participant would.

To return to your own profile, select the **purple 'Back' button** on the top left of the window.



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



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YOUR CARE  
YOUR PEOPLE