



Submitting an Invoice in PPL@Home

Walk-Me Guide | California SDP



When you need to bill the 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

After logging into PPL@Home, click on the **'Invoice'** tab.

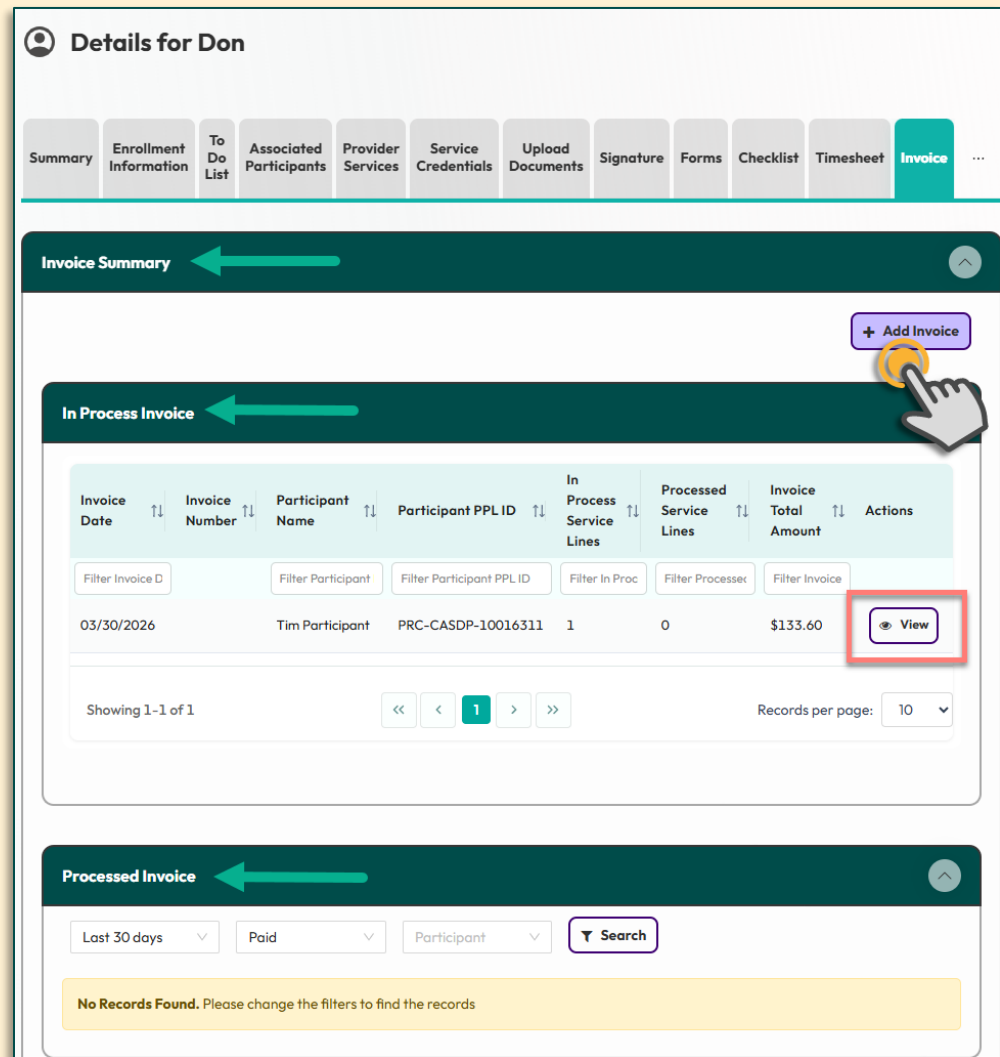


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You will see several dark green accordion menus. Click on the **dark green title bars** to expand or collapse each accordion menu. Clicking the **'Invoice Summary'** accordion shows two menus:

- 'In Process Invoice' shows any previously submitted invoices, their information, and their status. To view the status of your invoice, click the 'View' button under the Actions column.
- 'Processed Invoice' shows any invoices that have been paid to you.

To begin a new invoice, click the **purple '+ Add Invoice' button**.



Details for Don

Summary Enrollment Information To Do List Associated Participants Provider Services Service Credentials Upload Documents Signature Forms Checklist Timesheet **Invoice** ...

Invoice Summary

+ Add Invoice

In Process Invoice

Invoice Date	Invoice Number	Participant Name	Participant PPL ID	In Process Service Lines	Processed Service Lines	Invoice Total Amount	Actions
03/30/2026		Tim Participant	PRC-CASDP-10016311	1	0	\$133.60	View

Showing 1-1 of 1 Records per page: 10

Processed Invoice

Last 30 days Paid Participant Search

No Records Found. Please change the filters to find the records

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To begin creating your invoice:

- Select the Participant you are invoicing by clicking the **'Participant' drop-down** menu.
- Choose the date you are invoicing the Participant (usually the day you are creating the invoice in PPL@Home) by **clicking on the calendar icon drop-down**.
- Invoice Number is not required but can be used to notate invoices of the same service type.

Add Invoice

Participant*
Tim Participant

Invoice Date*
Select

Invoice Number
Invoice Number

+ Add a new line

March 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

[Today](#) [Clear](#)

For each new line include the following information:

- Select a service date
- Select a service code
- Select a service description
- Enter the number of service units used
- Enter your rate for that service (*this should be agreed upon by the Participant and Regional Center*)

Once the information is complete, the amount to be billed to the Participant will show under **'Total Cost'**.

You can add an additional line for the same invoice by clicking the **purple '+Add a new line' button**.

The screenshot shows the 'Add Invoice' form with the following fields and values:

- Participant*:** Tim Participant
- Invoice Date*:** 03/30/2026
- Invoice Number:** Invoice Number
- + Add a new line** button (purple)
- Service Date:** 03/23/2026
- Service Code:** 333-INV:P...
- Service Description:** Purchasing...
- Service Units:** 5
- Total Cost:** \$83.50 (highlighted in a red box)

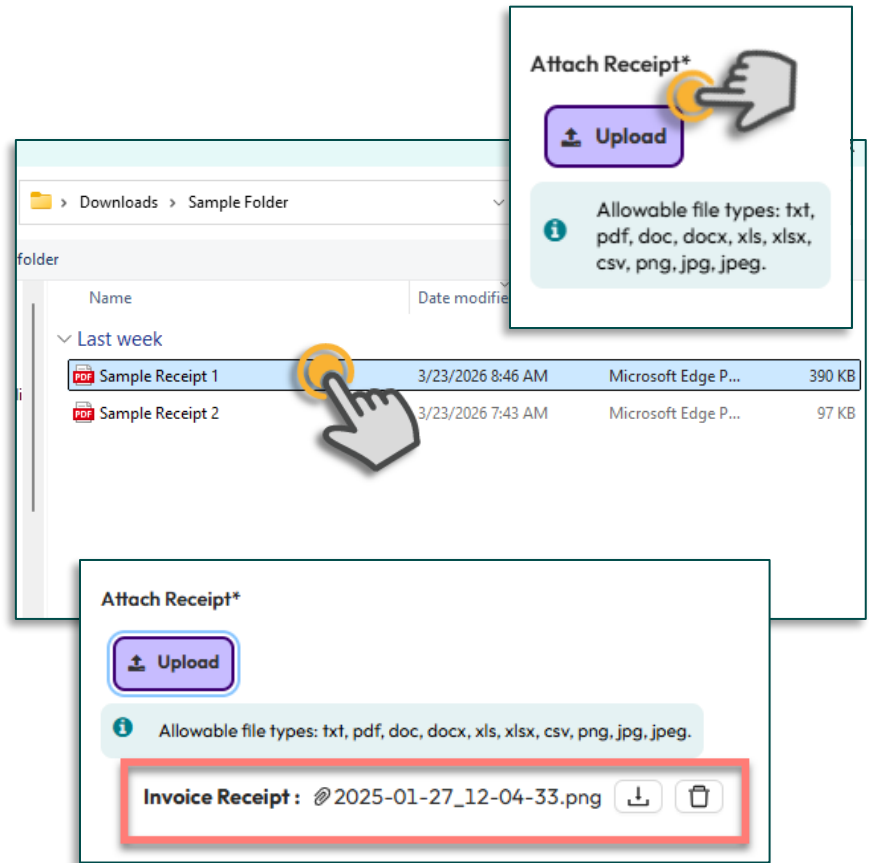
Hand icons point to the date, service code, and service description fields, indicating they are being selected or edited.

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You are required to upload a receipt for each invoice you submit.

Click the **purple 'Upload' button**, then select a file from your computer or file location on your mobile device.

You will see the file you uploaded under the **'Upload'** button.



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Review the information on your invoice, then click the **purple 'Submit' button** on the bottom right of the window.

You will see a pop up stating your invoice submission was successful.



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Returning to your **'In Process Invoice'** accordion menu, you will see the invoice you just created.

To see details and its status, click the **'View'** button at the right of the line of invoice information under the Actions column.

In Process Invoice

Invoice Date	Invoice Number	Participant Name	Participant PPL ID	In Process Service Lines	Processed Service Lines	Invoice Total Amount	Actions
03/30/2026		Tim Participant	PRC-CASDP-10016311	1	0	\$133.60	View

Showing 1-1 of 1

Records per page:



Service Date	Submission Date	Service Code	Service Description	Service Units	Rate	Status	Regional Center	Decision Timestamp	Decision By
03/30/2026	03/30/2026	333-INV:Participant Goods and Services	Purchasing Goods	8	\$16.70	Good to Pay	Process Picked Alta California Regional Center	03/30/2026 18:56	chhawk+timpart

Total Invoice Submi

Here are different invoice statuses once you upload your invoice.

Status	What it means	Who needs to act?
Submitted	The invoice was successfully submitted and is being processed.	No action needed.
Awaiting Approval	The invoice has cleared through PPL@Home approval and now needs Participant Approval.	Participant or his/her Authorized Representative must Approve or Reject the invoice.
Participant Rejected	The Participant has denied the invoice. It will not process further.	The contractor or vendor must submit a new invoice with corrected information ; the rejected invoice cannot be edited.
Approved	The Participant or his/her Authorized Representative have approved the invoice.	No action needed.
Good to Pay	The invoice is ready to be paid according to the payroll schedule.	No action needed

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Once a Provider has been paid, the invoice and paystub will appear in the **'Processed Payroll'** accordion menu.

The screenshot shows a web interface titled "Processed Invoice". At the top, there is a search bar with a "Search" button. Below the search bar are several filter dropdowns: "Last 150 days", "Paid", and "Participant". The main content is a table with the following columns: "Pay Period", "Participant Name", "Participant PPL ID", "Provider Name", "Provider PPL ID", "Check Number", and "Check Amount". Each column has a corresponding "Filter" dropdown. The first row of data shows: "04/01/2026 - 04/15/2026", "Tim Participant", "PRC-CASDP- 00000000", "Don Indeprovider", "PRV-CASDP-00000000", and "\$133.60". A red box highlights the "(View Paystub, Download)" link next to the "Check Number" column for this row.

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



YOUR LIFE
YOUR CARE
YOUR PEOPLE