

Requesting Access to MyAccount

If you are not currently in the MyAccount system, please contact your agency's **Lead Role** to request access.

Provide the following information:

- Role (SC or AE)
- Full Name
- Organization Name (include location if applicable)
- Email Address
- Mailing Address
- Indicate if requesting **Lead Role access (Yes/No)**

If your Lead Role is unable to assist, contact **PPL Customer Service** for support.

Logging In for the First Time

Once your profile is created, you will receive an email with login instructions.

1. Locate your **temporary password** in the email
2. Go to: **account.publicpartnerships.com**
3. Select **Log In** and enter:
 - Username: your email address
 - Password: temporary password
4. Go to **My Profile** and:
 - Create a new password
 - Set security questions

After Login – Dashboard Overview

You will see the following options:

- **My Profile** – Manage account settings
- **Enrollment Dashboard** – View Participants and SSPs
- **Authorization** – View participant budget information