

How do I register online? This document will outline for you how to set up your Username and Password so that you can begin using the PPL Web Portal. **If you're a worker**, using the Web Portal allows you to submit and track your timesheets easily and efficiently—you'll be able to see when your check has been cut and even what the amount is. **If you're an employer**, using the Web Portal lets you easily approve your employee's timesheets and also get up-to-date information about your account.

The first step in using the Web Portal is signing up. This document will walk you through registering and getting an account.

1. Go to <https://fms.publicpartnerships.com/PPLPortal/login.aspx>. (If clicking on the link does not work, copy and paste the address into your browser.)
2. Click the menu option for Online User Registration.

The screenshot shows the PPL Portal login interface. It includes input fields for 'User Name' and 'Password', a checkbox labeled 'Save Your User Name On This Computer', and a 'Login' button. At the bottom, there is a menu with two items: 'Online User Registration' and 'Get Password'. The 'Online User Registration' item is circled in red.

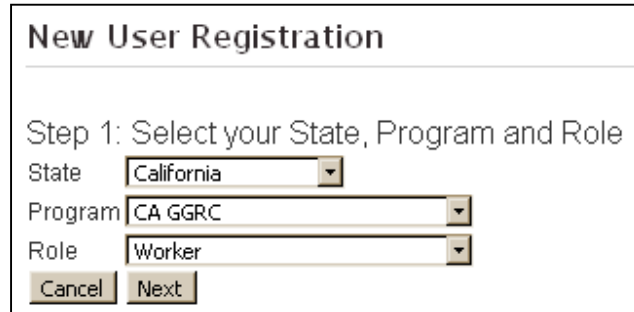
3. Identify the state in which you receive or provide services: Select **California**. **Note:** You must select the correct state or your user registration will not work.

The screenshot displays the 'New User Registration' page. At the top is the PCG Public Partnerships logo with the tagline 'Supporting Choice. Managing Costs.™'. Below the logo is a navigation bar with 'Invoice', 'Timesheets', and 'Contact Us'. The main content area is titled 'New User Registration' and contains the instruction 'Step 1: Select your State, Program and Role'. This instruction is followed by three dropdown menus: 'State' (selected as 'California'), 'Program' (selected as '- Select -'), and 'Role'. At the bottom of the form are 'Cancel' and 'Next' buttons.

INSTRUCTIONS ON REGISTERING TO USE THE WEB PORTAL

For assistance, call Customer Service at (877)-522-1053

4. Select the program in which you receive or provide services. In California, there are multiple options. Please select **CA GGRC**.



New User Registration

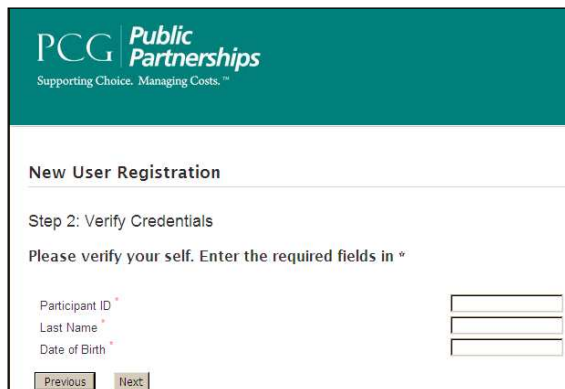
Step 1: Select your State, Program and Role

State

Program

Role

5. Select your role. If you provide the services, select **worker**. If you receive the services or represent an individual who receives the services, select **participant**.
6. Click on “Next.”
7. The system will ask you for information to verify your identify:
 - a. If you select Participant enter your UCI (Participant) ID, last name, and date of birth.
 - b. If you select Worker, enter your Worker ID, last name, and your social security number.
 - c. If you do not know your ID #, please call customer service at (877)-522-1053. **Please note**, enter your SSN without dashes.



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New User Registration

Step 2: Verify Credentials

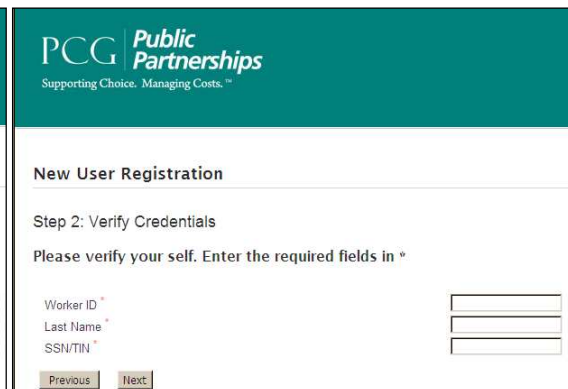
Please verify your self. Enter the required fields in *

Participant ID *

Last Name *

Date of Birth *

Employer View



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New User Registration

Step 2: Verify Credentials

Please verify your self. Enter the required fields in *

Worker ID *

Last Name *

SSN/TIN *

Worker View

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Enter a user name of your choice. This is the name you will use to log on to the e-timesheets system. If someone else has already chosen that user name, the system will let you know so you can choose a different user name. **Please note: Your user name is case sensitive! For example, JMDoe is a different username from jmdoe.**

Step3: User Information

First Name:	John	Last Name:	Doe
User Name:	<input type="text" value="JMDoe"/>	Email Address:	<input type="text"/> *Optional
Password:	<input type="text"/>	Confirm Password:	<input type="text"/>
Notes:	<input type="text"/>		

8. If you have an email address, please enter it. We will send you an email listing your username and password. If you do not have an email address, you do not have to fill this option in; however, **please remember to write down your user name and password!**

Step3: User Information

First Name:	John	Last Name:	Doe
User Name:	<input type="text" value="JMDoe"/>	Email Address:	<input type="text" value="JMDoe@yahoo.com"/> *Optional
Password:	<input type="text"/>	Confirm Password:	<input type="text"/>
Notes:	<input type="text"/>		

9. Enter your password in the Password and Confirm Password fields. The system will tell you how strong your password is. Passwords must be at least seven characters long and include at least one lowercase letter and one number and be at least six characters long. **Remember:** Passwords are case sensitive! For example, jAn2001 is not the same password as JaN2001.

Step3: User Information

First Name:	John	Last Name:	Doe
User Name:	<input type="text" value="JMDoe"/> Strength: Excellent	Email Address:	<input type="text" value="JMDoe@yahoo.com"/> *Optional
Password:	<input type="text" value="●●●●●●"/>	Confirm Password:	<input type="text"/>
Notes:	<input type="text"/>		

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10. Select and answer three security questions. If you ever forget your password, you can recover it by answering these security questions.

Security Questions:

What was the name of your childhood best friend? ▾	Jane
- Select - ▾	
- Select - ▾	

11. Choose Submit. The system will tell you if you have successfully completed the registration.

In the future, you can log in to the Web Portal by visiting this website:
<https://fms.publicpartnerships.com/PPLPortal/login.aspx>
Bookmark it in your browser for easy reference!

If you have any further questions, don't hesitate to contact us:

Phone (English)	(877)-522-1053	Administrative Fax:	(855)-867-1676
Phone (Cantonese)	(877)-522-1055	Timesheet Fax:	(855)-597-3876
Phone (Spanish)	(877)-522-1054	TTY:	(800)-360-5899
Email:	CAGGRC@pcgus.com	Web:	www.publicpartnerships.com