

Setting up an account on the PPL's BetterOnline™ web portal.

You can use your home computer or a public computer. Public computers can be found at public libraries and at community centers. If using a public computer, make sure to log out of the system when you are finished.

Type <https://fms.publicpartnerships.com/pplportal/Login.aspx> in the internet search box.

1. Click "Online User Registration." You will be asked a few questions. Enter the following:
 - State: Tennessee
 - Program: TN TCAD Options
 - Role:
 - You are the **consumer** if someone helps you
 - You are a **provider** if you go to a home and help a member.
2. Enter your Worker ID Number (your call in id), your mailing ZIP code, your Social Security Number, and your last name.
3. Create a user name.
4. Create a password. The password must be at least six (6) characters long and have one (1) letter and one (1) number.

To submit an e-Timesheet follow these instructions:

Type <https://fms.publicpartnerships.com/pplportal/Login.aspx?> in the internet search box and enter the user name you created.

1. Click "Timesheets"
2. Click "Create Timesheet". You will see the names of all of the Members you work for.
3. Click "Create Timesheet" next to the Member for whom you are submitting hours worked.
4. Click the "Calendar Icon" and choose the first (1st) or the sixteenth (16th) you worked to start your timesheet depending upon the pay period.
5. Choose the Service Code (Attendant Care Services or Homemaking) under which you are working.
6. The timesheet is processed using the '**Time In**' field to mark the start of your shift and the '**Time Out**' field for the end of shift.
 - a. Enter the "**Time In**" and "**Time Out**" in hours and minutes using the drop down boxes.
7. Click "Next" in the bottom left hand corner
8. After reviewing the hours click "submit".