



USING PPL'S WEB PORTAL: A GUIDE FOR SOCIAL WORKERS

I. Introduction

The PPL Web Portal is an online system for participant information, worker information and customer service history. As a key member of the support team for people in Golden Gate Regional Center Participant-Directed Program, you will have view access to most areas of the PPL Web Portal. This document provides instructions for completing basic tasks and navigating between screens. Below are the items that this document reviews.

The login for the www.publicpartnerships.com site is username GGRC and password GGRCPPPL34. It also has a link to the PPL Web Portal (more info below).

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How to contact PPL:

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

II. Registering for a Username

First Time Log-in

1. You must register for the Web Portal the first time you access the site:
<https://fms.publicpartnerships.com/PPLPortal/login.aspx>.
2. Click on "Online User Registration".

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User Name:
Password:

Save Your User Name On This Computer

[Online User Registration](#)
[Forgot Username or Password](#)
[Download Adobe Acrobat Reader](#)

PPL Overview

Public Partnerships, LLC (PPL) was management consulting firm. PCG h financial management and operator PCG employs 950 staff members in experience in all 50 states. PPL was Foundation's national pilot demonstr and related administrative services to services and supports. Currently, PP Columbia.

3. You will see the New User Registration Screen – Step 1
 - a. Select "California" for the State
 - b. Select "CA GGRC" for your program
 - c. Select "Social Worker" or "GGRC Admin" for your Role
 - d. Click Next

New User Registration

Step 1: Select your State, Program and Role

State

Program

Role

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4. You will be taken to the New User Registration Screen – Step 2
 - a. Enter your First and Last Name
 - b. Enter your GGRC (“@ggrc.org”) email address
 - c. Click Next

New User Registration

Step 2: Verify Credentials

Please verify your self. Enter the required fields in *

First Name *	<input type="text" value="John"/>
Last Name *	<input type="text" value="Smith"/>
Email Address *	<input type="text" value="jsmith@ggrc.org"/>

5. You will see the final New User Registration Screen – Step 3
 - a. Make sure your first and last name are correct
 - b. Enter a username. This should be First initial, last name.
Example: John Smith is “jsmith”.
 - If your username is unavailable try entering your middle initial as well.
“jwsmith”
 - c. Enter your GGRC (“@ggrc.org”) email address
 - d. Choose a password. It should be at least 6 characters long and include both letters and numbers.
 - e. Choose 3 security questions from the drop down menus and provide an answer to each.
 - f. Click Submit

New User Registration

Step3: User Information

First Name: <input type="text" value="JOHN"/>	Last Name: <input type="text" value="SMITH"/>
User Name: <input type="text" value="jsmith"/>	Email Address: <input type="text" value="jsmith@ggrc.org"/> *Optional
Password: <input type="password"/>	Confirm Password: <input type="password"/>
Notes: <input style="width: 100%;" type="text"/>	

Security Questions:

- Select -	Answer 1
- Select -	Answer 2
- Select -	Answer 3

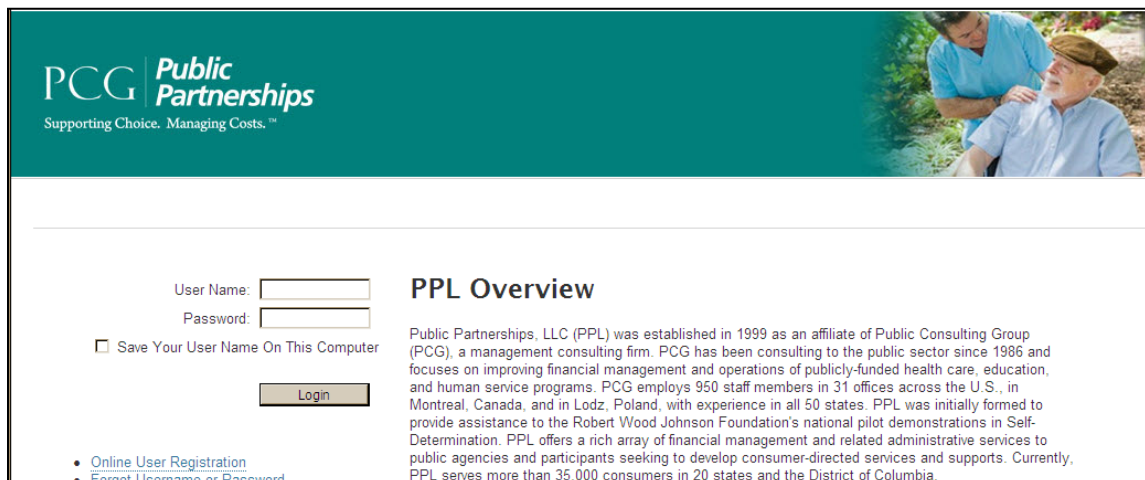
You are ready to log in!

III. Logging into Portal

Once you've gone through the first time Log In process, you can follow the below steps for PPL Web Portal access.

The PPL Web Portal will allow social workers and GGRC Staff to access the system. Usernames and passwords should not be shared to protect the confidentiality of the information kept in the PPL Web Portal.

1. Go to <https://fms.publicpartnerships.com/PPLPortal/login.aspx>
2. Enter your user name and password and click Login.



The screenshot shows the PPL Web Portal login page. At the top left is the PCG Public Partnerships logo with the tagline "Supporting Choice. Managing Costs.™". To the right is a photograph of a healthcare professional assisting an elderly man. Below the logo is a login form with fields for "User Name:" and "Password:", a checkbox for "Save Your User Name On This Computer", and a "Login" button. To the right of the form is a "PPL Overview" section with a paragraph of text describing the organization. At the bottom left of the form are two links: "Online User Registration" and "Forgot Username or Password".

3. Once you log in, the first screen you will see a series of menu options near the top of the screen:



- a. Online FFR
- b. Participant Search
- c. Worker Search
- d. Invoice
- e. Timesheet List
- f. Reporting
- g. Contact Us

IV. Online FFR

The Online FFR (Family Friendly Report) allows real time, up to date reporting on budget utilization.

Step 1:

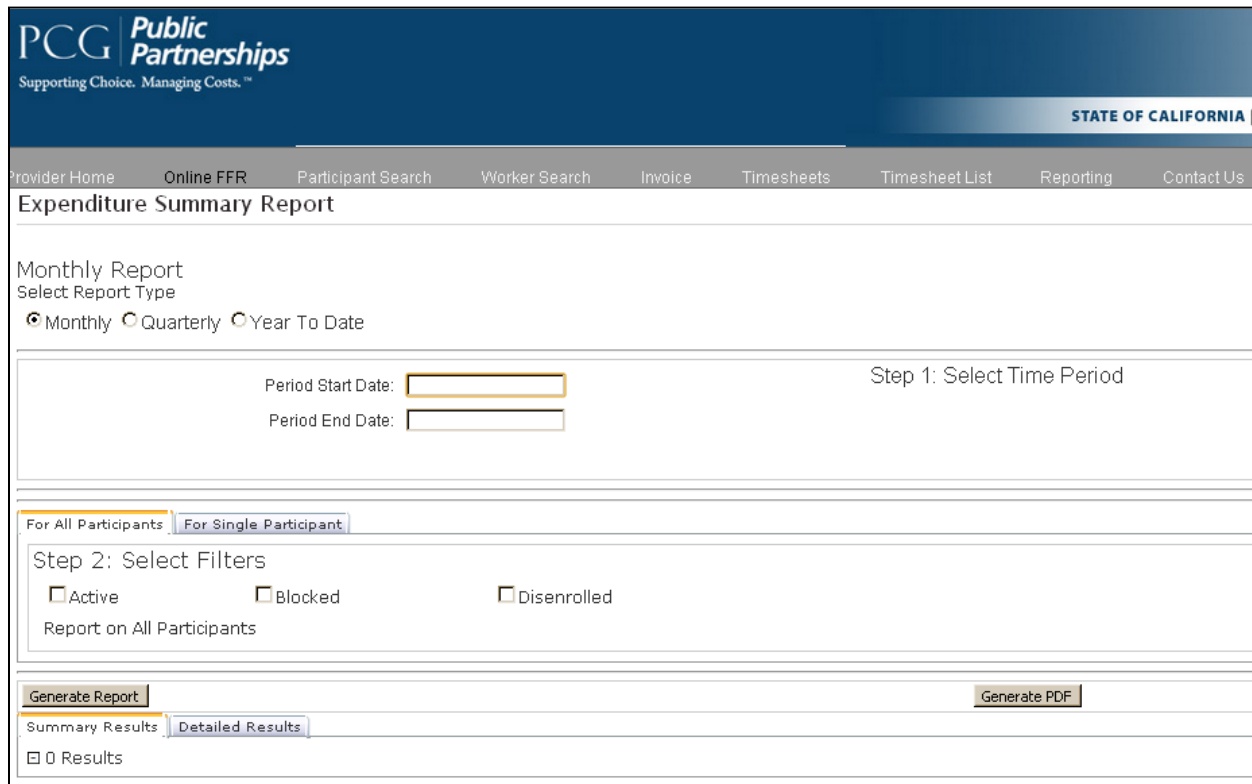
1. Select the time period for the report: Monthly, Quarterly, or Fiscal Year to Date.
2. Enter the Period Start and End dates of the report. *(You will not have this option for Year to Date)*

Step 2:

1. If you would like to filter this report to include only Active, Blocked or Disenrolled Participants you can select the filter box(es) in Step 2. If no filters are applied, the search results will return all participants with an auth in the specified time period.
2. You can also search by individual participants if you select the "For Single Participant" tab

Step 3:

1. Click "Generate Report"
2. You have the option of seeing an overview of all services, or a "Detailed Results" Page that will show all services authorized for the returned individuals.



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Supporting Choice. Managing Costs.™

STATE OF CALIFORNIA

Provider Home Online FFR Participant Search Worker Search Invoice Timesheets Timesheet List Reporting Contact Us

Expenditure Summary Report

Monthly Report
Select Report Type

Monthly Quarterly Year To Date

Period Start Date: Step 1: Select Time Period

Period End Date:

For All Participants For Single Participant

Step 2: Select Filters

Active Blocked Disenrolled

Report on All Participants

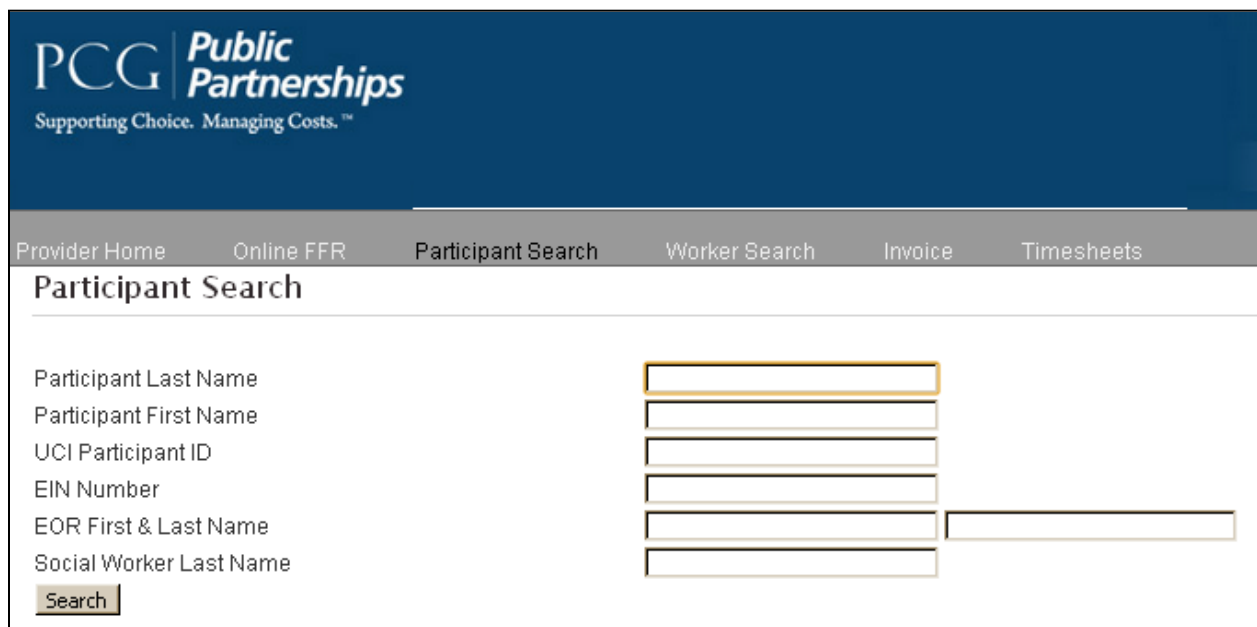
Summary Results Detailed Results

Results

V. Participant Search

Looking Up and Reviewing Participant Information

1. You can look up participants in a variety of ways. Here are some tips:
 - a. You do not have to enter a value in every (or any) field. To see all the participants, just hit "search."
 - b. You do not have to enter in the entire field. For example, you do not need to enter 'Smith' in last name. You can enter 'Smi' and it will bring up all members with a last name starting with 'Smi'



The screenshot shows the PCG Public Partnerships web portal. The header includes the logo and tagline "Supporting Choice. Managing Costs.™". A navigation bar contains links for "Provider Home", "Online FFR", "Participant Search", "Worker Search", "Invoice", and "Timesheets". The "Participant Search" page features a form with the following fields: "Participant Last Name", "Participant First Name", "UCI Participant ID", "EIN Number", "EOR First & Last Name", and "Social Worker Last Name". Each field has a corresponding input box. A "Search" button is located at the bottom left of the form.

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Participant Search Results

1. After clicking the Search button, the PPL Web Portal will display a list of found participants.
2. The list of found participants includes basic demographic information about the participant. These include:
 - a. The Participant's Name
 - b. The Participant's UCI number
 - c. The Participant's "Good to Serve Status"

(Hint: If you hover over the "No" you can see what materials or information is missing)

Participant	UCI Participant ID	Good To Serve*	Employer of Record Name
TESTPARTICIPANT02TH, QA	1200557	No	QA TESTPARTICIPANT02TH
TESTER, QA		N	
TESTPARTICIPANT01TH, QA	1200556	Y	
TESTPARTICIPANT03TH, QA	1235558	Y	
TESTPARTICIPANT01AT, QA	9639639	Y	
TESTPARTICIPANT02AT, QA	7283123	Y	
TESTPARTICIPANT07AT, QA		N	

Missing answer for "Zip Code"
 Missing selection for "EoR is Vendorized"
 Checkbox for "Signature match Employer Name" is not checked
 Checkbox for "SS-4 Received" is not checked
 Checkbox for "SS-4Signed" is not checked
 Checkbox for "IRS 2678 Received" is not checked
 Checkbox for "IRS 2678 Signature" is not checked
 Checkbox for "IRS 8821 Received" is not checked
 Checkbox for "IRS 8821 Signature" is not checked
 Checkbox for "DE1HW Received" is not checked
 Checkbox for "DE1HW Entered" is not checked
 Checkbox for "DE48 Form Received" is not checked
 Checkbox for "DE48 Form Signature" is not checked
 Checkbox for "EOR Form Signature" is not checked

* Good To Serve assumes a work date of 09/13/2012. A different work date may be used.

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- d. The Employer's Name
- e. The EIN number associate with the Employer
- f. The Social Worker assigned to the Participant
- g. The Employer's phone number
- h. A link to the Participant's Profile

VI. Participant Profile

Viewing the Detailed Participant Profile

1. Selecting Participant Profile will allow you to review an individual participant's detailed record. You do this by clicking the Participant Profile link on the right hand side of the page.

of Record Name	Employer No	Social Worker	Phone	Participant Profile
PANT02TH	03-3126678	QA TESTSERVICECOORDINATOR1	415-333-1234	Participant Profile

2. There are four sections in the first page of the participant's profile: **Participant Demographic Information, Employer of Record, Authorized Representative and Social Worker.**
 - a. **Participant Demographic Information** contains basic information about the participant.

Provider Home
Online FFR
Participant Search
Work

Participant Profile

Participant Demographic Information

PPL System ID (optional)	C000051
UCI Participant ID	1200557
First Name	QA
Middle Name (optional)	
Last Name	TESTPARTICIPANT02
Address	147 Rimmon Ave
Address 2 (optional)	
City	San Bruno
State	California
Zip Code	
Mailing Address (optional)	
Mailing Address 2 (optional)	
Mailing City (optional)	
Mailing State (optional)	California
Mailing Zip Code (optional)	

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- b. The Employer of Record section contains information about the individual serving as the employer of record. This may be the participant themselves or the Vendorized Family Member.

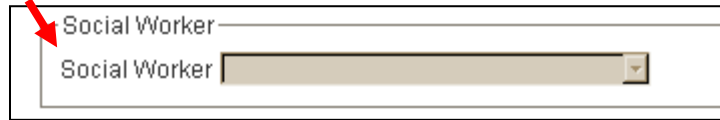
Employer of Record	
Employer ID Number (EIN)	03-3126678
First Name	QA
Middle Name (optional)	
Last Name	TESTPARTICIPANT02
Driver's License Number (optional)	
Date EOR Forms Printed & Mailed (optional)	
Employer Address	147 Rimmon Ave
Employer Address 2 (optional)	
Employer City	San Bruno
Employer State	California
Employer Zip Code	94066
Phone Number (optional)	415-333-1234
Employer SSN	056881234
Relationship to Participant (optional)	OTHER

- c. The Authorized Representative section contains information about an individual who may serve as a contact for the participant. In some instances, the participant and Employer would like to record someone else as a contact in case they are not available. This individual does not have an official role in the program; it is just handy to have another place to record contact information.

Authorized Representative
First Name (optional)
Middle Name (optional)
Last Name (optional)
Phone (optional)
Email (optional)
Relationship To Participant (optional)

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- c. The Social Worker section lists the name of the participant's Social Worker.
 - i. It is important to note that you will be able to see participant in other Social Worker's case load. This was done to allow you to act as back-up resources if a colleague is out of the office.



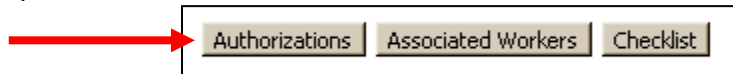
A screenshot of a web form showing a dropdown menu for 'Social Worker'. A red arrow points to the dropdown arrow on the right side of the menu. The menu is currently open, showing a list of names (partially visible as 'Social Worker') and a small downward-pointing arrow at the bottom right of the list.

Participant Profile Options

One the very bottom of the Participant Profile there are three buttons available.

Authorizations, Associated Workers and Checklist.

1. The Authorization button takes you to the budget and authorization page for that participant



- a. The screen you will see is the budget summary page. This lists all the budget periods that the participant had/has an active auth in.



The screenshot shows the 'Budget Summary' page for participant 'QA TESTPARTICIPANT02TH (ID#1200557)'. The page has a navigation bar with links: 'Provider Home', 'Online FFR', 'Participant Search', 'Worker Search', and 'Invoice'. Below the navigation bar is a table with the following data:

Id	Start	End	Detail	Action
3580000	7/1/2012	6/30/2013	Budget Detail	 

At the bottom of the page, there is a 'Print Page' button.

- b. If you click the Budget Detail hyperlink, you will be shown the active authorizations for that particular budget period.
- c. You have the ability to filter by service type and creation date
- d. The services and subcodes will be listed on the left:

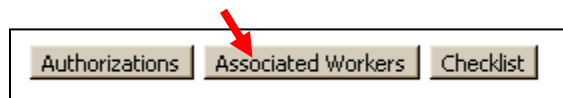
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- e. If you click the "Quarter" or "Month" hyperlink, you can see the details from quarter to quarter or month to month respectively.

[Show/Hide filter](#)
 Service Type: Status:
 Creation Date Between: And

Service	Authorization ID	Authorized By	SANDIS Authorization Number	Start Date	End Date	Units	Rate	Total Dollars	Paid Units	Paid Dollars	Invoiced
465-ASF1: Respite-San Francisco (1:1)	AUL0000113	Quarter	13842824	7/1/2012	6/30/2013	360.00	\$12.65	\$4,554.00	0.00	\$0.00	\$0.00
465-ASF2: Respite-San Francisco (1:2)	AUL0000135	Quarter	13842824	7/1/2012	6/30/2013	40.00	\$18.98	\$759.20	0.00	\$0.00	\$0.00
460-HHA: Nursing-Home Health Aide	AUL0000136	Month	13842824	7/1/2012	6/30/2013	240.00	\$18.66	\$4,478.40	0.00	\$0.00	\$0.00
470-MR: TRANS-Mileage	AUL0000137	Month	13842824	7/1/2012	6/30/2013	1,200.00	\$0.50	\$600.00	0.00	\$0.00	\$0.00
465-ASF2: Respite-San Francisco (1:2)	AUL0000158	Quarter	11232	7/1/2012	6/30/2013	40.00	\$19.83	\$793.20	0.00	\$0.00	\$0.00
460-RN: Nursing-Registered Nurse	AUL0000172	Month	133307307	7/1/2012	9/30/2012	60.00	\$40.06	\$2,403.60	0.00	\$0.00	\$0.00
Total:						1,940.00		\$13,588.40	0.00	\$0.00	\$0.00

2. The Associated Workers button on the bottom of the main Participant Profile page takes you to information on the workers employed by the participant and allows you to see the status of paperwork received.



- a. After selecting Associated Workers, you will see a list of the participant's associated workers.
- b. PPL Financial Operations staff will associate or disassociate workers to a participant upon receipt of the worker's application packet. You can also see if the worker is ready to provide services – Good to Go. If 'Good to Go' is set to no, you can hover over the listing and it will indicate what is missing.
 - *Note: "Missing answer" denotes missing Demographics information in the Participant Profile page. "Checkbox" denotes a missing form.*

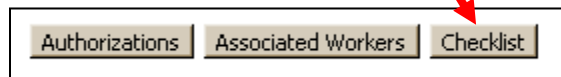
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- c. If you wish to view the Worker Profile Page click the Worker ID hyperlink. (There will be more information on the Worker Profile under the Worker Profile Section.)

Associate Workers to Participant				
Worker ID	Worker Name	Phone Number	Worker Type	Good To Go*
E00027	QA TestWorkerIP02TH		IP	No
E00029	QA TestWorkerIP04TH		IP	No

[Show Disassociated Workers](#)

3. The Checklist feature on the bottom of the Participant Profile Page tells you what forms have been received and processed by PPL and what forms the Employer is currently missing.



- a. The top of the Participant Checklist screen shows a checkbox and the wording, 'Checklist Completed.' This box remains unchecked until all of the items required for training and paperwork are completed on the Participant Checklist screen. Once the items are completed, the box will automatically appear checked.

Participant Checklist	
QA TESTPARTICIPANT01	
Participant Checklist	
<input type="checkbox"/>	Checklist Completed

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- b. The right side of the Participant Checklist may have items listed in red. These are the remaining required checklist items that need to be completed in order for the participant's checklist to be complete.
 - i. You may notice the same form listed multiple times. PPL will track if it is received and also if it is signed and completed correctly.

The following items must be completed:

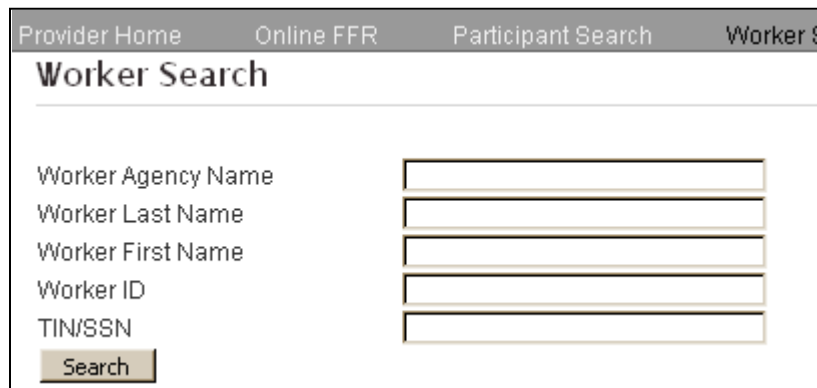
Missing selection for "EoR is Vendorized"
 Checkbox for "Signature match Employer Name" is not checked
 Checkbox for "SS-4 Received" is not checked
 Checkbox for "SS-4Signed" is not checked
 Checkbox for "IRS 2678 Received" is not checked
 Checkbox for "IRS 2678 Signature" is not checked
 Checkbox for "IRS 8821 Received" is not checked
 Checkbox for "IRS 8821 Signature" is not checked
 Checkbox for "DE1HW Received" is not checked
 Checkbox for "DE1HW Entered" is not checked
 Checkbox for "DE48 Form Received" is not checked
 Checkbox for "DE48 Form Signature" is not checked
 Checkbox for "EOR Form Signature" is not checked

- c. The left hand side of the Participant Checklist records the enrollment paperwork required. This information is completed by PPL's upon receipt of the Employer forms.

<input type="checkbox"/> IRS SS-4 SS-4 Received SS-4 County Box 6 Completed (optional) SS-4Signed SS-4 Date (optional)
<input type="checkbox"/> IRS 2678 IRS 2678 Received IRS 2678 Signature IRS 2678 Date (optional) Appointed Agent of Employer by IRS (optional)
<input type="checkbox"/> IRS 8821

VII. Worker Search

1. You can look up worker a variety of ways. You can search by Worker's Last Name, First name, PPL Employee ID or SSN. Currently there are no agencies in the GGRC program so the Worker Agency Name will not be used.
 - a. Like the Participant search, you do not have to enter a value in every (or any) field. To see all the Workers, just hit "search."
 - b. You do not have to enter in the entire field. For example, you do not need to enter 'Smith' in last name. You can enter 'Smi' and it will bring up all members with a last name starting with 'Smi'



2. The returned search results have an Action Column on the left that will take you to that worker's profile ("View") or to a list of the timesheets submitted by that worker ("View Timesheets")

Action		Worker ID	Worker Name	Worker First Name	Worker Last Name	Worker Type	Service Type	City	Zip Code
View	View Timesheets	E00026	QA TestWorkerIP01TH	QA	TestWorkerIP01TH	IP	Respite-SM&M (1:1), Respite-SM&M (1:2), TRANS-Mileage, TRANS-Mileage		

- a. The results also show the PPL Employee ID
- b. Worker Full Name
- c. Worker First Name
- d. Worker Last Name
- e. The type of worker. All workers will be IP's in this program.
- f. The services they are authorized to perform
- g. Worker's City
- h. Worker's Zip

VIII. Worker Profile

1. There are three sections in the worker's profile: Demographic Information, Services, and Program Checklist.
 - a. Demographic Information contains basic information about the worker. This information is entered by PPL Financial Operations upon receipt of worker paperwork.

View Worker (Worker ID E00030)

Please enter the following information. All fields are required for good to go, unless otherwise specified. * fields are required to save the form.

Worker ID: **E00030**

Worker Type: **Independent Provider**

Demographic Information

First Name: QA

Middle Name (optional):

Last Name: TestworkerIP01AT

Physical Address 1 (optional):

- b. The Services section is a checklist completed by PPL Financial Operations staff. It records the services that the worker is approved to provide.

Services

Service Code	Service Name	Service Description
<input checked="" type="checkbox"/> 460-AHHA	Nrsng-HomeHealthAideAllotted	Nursing-Home Health Aide-Allotted
<input checked="" type="checkbox"/> 460-ALVN	Nrsng-LicensedVocationalNRAIt	Nursing-Licensed Vocational Nurse-Allotted
<input checked="" type="checkbox"/> 460-ARN	Nrsng-RegisteredNurseAllotted	Nursing-Registered Nurse-Allotted
<input checked="" type="checkbox"/> 460-HHA	Nursing-Home Health Aide	Nursing-Home Health Aide
<input type="checkbox"/> 460-LVN	Nrsng-LicensedVocationalNurse	Nursing-Licensed Vocational Nurse
<input type="checkbox"/> 460-RN	Nursing-Registered Nurse	Nursing-Registered Nurse

- c. The Program Checklist section tells you at a glance if all required worker paperwork has been received. For a more detailed view, go to the section "Checking Good to Go"

Program Checklist

Checklist Completed

Employee Application Received Y

IX. Invoices

- The Invoice tab lets you search and view any submitted, paid, or pending, invoices.
 - You must select at least one search criteria

Search Invoices

You must select at least one search criterion.

Worker ID: <input type="text"/>	Invoice ID: <input type="text"/>
Participant ID: <input type="text"/>	Authorization ID: <input type="text"/>
Service Date Start: <input type="text" value="any"/>	Service Date End: <input type="text" value="any"/>
Service Type: <input type="text" value="All"/>	Invoice Status: <input type="text" value="All"/>
Check No: <input type="text"/>	

X. Timesheets

- The Timesheet tab lets you search and view any submitted, paid, or pending, invoices.
- You can search timesheets by:
 - Status (Submitted, Paid, pending etc)
 - Specifying a date range for days worked
 - Specifying a Date range for when the timesheets were submitted
 - A Check number (only paid timesheets)
 - Worker's First and/or Last name

Timesheet List

Timesheet Status:	<input type="text" value="All"/>
Timesheet Start Date Range:	<input type="text" value="any"/> - <input type="text" value="any"/>
Timesheet Submitted Date Range:	<input type="text" value="any"/> - <input type="text" value="any"/>
Check Number	<input type="text"/>
- Search with Worker Name...	
Worker First Name:	<input type="text"/>
Worker Last Name:	<input type="text"/>

XI. Reporting

1. The Reporting Site offers many customizable reporting options to help you manage your caseload and find quick comprehensive answers

XII. Contact Us

1. Questions? Comments? Feel free to use our Contact Us page on the Portal or give Customer Service a call at:

Phone (English) (877)-522-1053
Phone (Cantonese) (877)-522-1055
Phone (Spanish) (877)-522-1054

XIII. Checking Good to Go

Confirm if the participant is ready to start! Checking "Good to Go" Status

Before a worker can begin working for a participant in the **GGRC participant-directed program**, they both need to submit all required forms and be approved in the Web Portal. Once the participant has completed all necessary forms and provided the necessary demographic information they will be "Good to Serve" and can start receiving services. Once a worker has all of their require documents submitted and approved, they will be "Good to Go" and can start providing services.

1. **Participant's Good-to-Serve documents** (Employer of Record tax packet)
 - **IRS Form SS-4:** Application for Employer Identification Number.
 - **IRS Form 2678:** Employer Appointment of Agent.
 - **IRS Form 8821:** Tax Information Authorization.
 - **CA DE 1HW:** Registration Form for Employers of Household Workers.
 - **CA DE 48:** Power of Attorney Declaration. Informational sheet included in this packet.
2. **Worker's Good-to-Go Documents** (Worker Require Forms packet)
 - **Employee Application**
 - **Employee Agreement**
 - **USCIS Form I-9**
 - **IRS Form W-4**
 - **CA Form DE-4**
 - **Family Relationship Form**
 - **Training Form**
 - **Criminal Background Check Preference Form**

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To check the good to go status for both the Participant and Associated Worker(s):

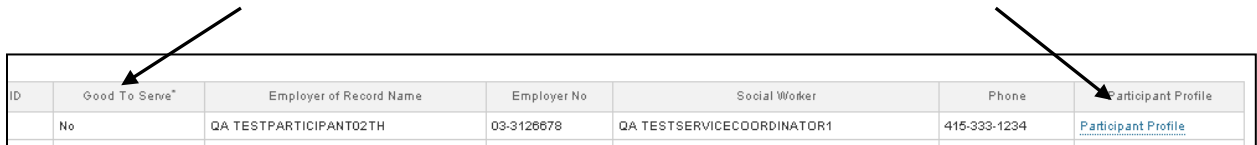
- Note: These steps have also been outlined in previous sections

1. Select "Participant Search" from the main menu



The screenshot shows the 'Participant Search' page in the PPL web portal. At the top, there is a navigation bar with links: 'Provider Home', 'Online FFR', 'Participant Search', 'Worker Search', 'Invoice', 'Timesheets', and 'Tim'. Below the navigation bar, the page title is 'Participant Search'. The main content area contains several search fields: 'Participant Last Name', 'Participant First Name', 'UCI Participant ID', 'EIN Number', 'EOR First & Last Name', and 'Social Worker Last Name'. Each field has a corresponding text input box. There is also a 'Search' button at the bottom left of the search area.

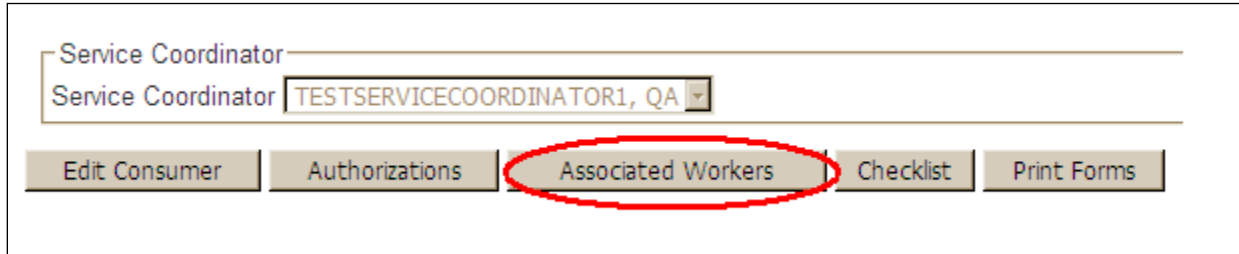
2. Search for the Participant whose "Good to Serve" Status you wish to see. You can search using any of the search fields available.
3. Once you locate the participant you are searching for, check their status in the "Good to Serve" column. If this is a 'No', PPL has not received all the required Participant paperwork. For details of what is still outstanding, hover over the 'No' in that column or select the 'Participant Profile' link and then the 'Checklist' link as described above.



ID	Good To Serve*	Employer of Record Name	Employer No	Social Worker	Phone	Participant Profile
	No	QA TESTPARTICIPANT02TH	03-3126678	QA TESTSERVICECOORDINATOR1	415-333-1234	Participant Profile

USING PPL'S WEB PORTAL: A GUIDE FOR SOCIAL WORKERS

- To check on the Worker's "Good to Go" status, scroll to the bottom of the Participant Profile and click on "Associated Workers" button



Service Coordinator _____
 Service Coordinator TESTSERVICECOORDINATOR1, QA

Edit Consumer | Authorizations | **Associated Workers** | Checklist | Print Forms


- You will be brought to the "Associate Workers to Participants" page, there is a column called "Good to Go" that shows the "Good to Go" status for each worker.
 - Yes** means all paperwork is complete for the participant and worker
 - No** means PPL still needs some paperwork.
- To check what paperwork is missing for a "Good to Go" status of no, scroll the mouse the No. A box will appear that list all the documents that PPL still needs before any work can being.

Associate Workers to Consumer

Worker ID	Worker Name	Phone Number	Worker Type	Good To Go*
E00003	QA TestWorker2		AG	No
E00004	QA TestWorker3		IP	No
E00005	QA TestWorker4		IP	No

[Show Disassociated Workers](#)

Missing answer for "Address"
 Missing answer for "City"
 Missing answer for "Zip Code"
 Missing answer for "Employer Address"
 Missing answer for "Employer City"
 Missing answer for "Employer Zip Code"
 Missing answer for "Employer SSN"
 Missing required selection for "Primary Language"
 Checkbox for "Signature match Employer Name" is not checked
 Checkbox for "SS-4 Received" is not checked
 Checkbox for "SS-4Signed" is not checked
 Missing date for "SS-4 Date"
 Checkbox for "IRS 2678 Received" is not checked
 checked
 Checkbox

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