

# Create a Participant Account to use Public Partnerships BetterOnline™ Web Portal for KS WORK Aetna



**Welcome to the BetterOnline Web Portal!** You will use this portal to submit and view your timesheet(s). Registering through the Portal is easy and just takes a few steps. This brochure provides step by step instructions to set up your account. To access the portal type <https://fms.publicpartnerships.com/PPLPortal/login.aspx> into your web browser.

## Step 1

Go online to <https://fms.publicpartnerships.com/PPLPortal/login.aspx> and click on the Sign Up link on the bottom right of the Login box.

## Step 2

After clicking the Sign Up link you will be taken to the New User Registration page. Using the drop down arrow, choose Kansas as your State. Next, you will see a screen asking for your Program and Role.

1. Choose *Kansas* as your State.
2. Choose *KS AETNA* as your Program.
3. Choose *Participant* as your role.

### New User Registration

Step 1: Select your State, Program and Role

State	<input type="text" value="Kansas"/>
Program	<input type="text" value="KS AETNA"/>
Role	<input type="text" value="Participant"/>
	<input type="button" value="Cancel"/> <input type="button" value="Next"/>

## Step 3

Enter your identifying information:

1. PPL ID
2. Social Security Number
3. Last Name
4. DOB

### Required fields\*

PPL ID *	<input type="text"/>
Social Security Number *	<input type="text"/>
Last Name *	<input type="text"/>
DOB *	<input type="text"/>

## Step 4

Enter in the User Information including the following:

1. First Name
2. Last Name
3. User Name
4. Email Address
5. Password
6. When you are finished, hit Submit

### Passwords should:

- 🔒 Be a minimum of 8 characters
- 🔒 Have one number
- 🔒 Have one upper case letter
- 🔒 Include at least one special character such as # @ \$ % ! + \*

If you need assistance signing up for the BetterOnline Portal, please contact Customer Service at 1-833-549-5673 or [pplksaetna@pcgus.com](mailto:pplksaetna@pcgus.com) to assist you.