

Create an Employee 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 *Employee* 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="Employee"/>
	<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

Required fields*

PPL ID *	<input type="text"/>
Social Security Number *	<input type="text"/>
Last Name *	<input type="text"/>
	<input type="button" value="Previous"/> <input type="button" value="Next"/>

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 to assist you.