

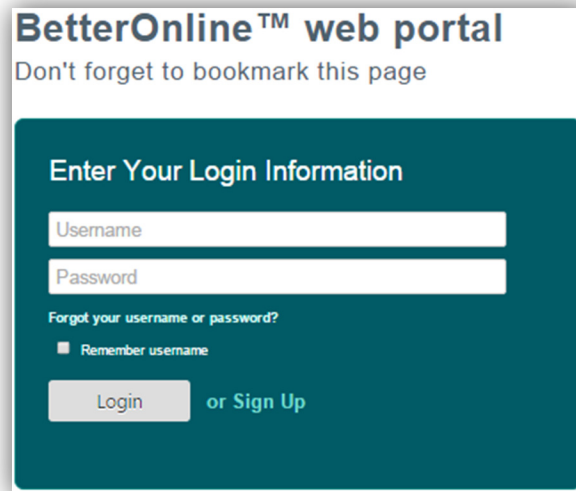
PPL BetterOnline™ Web Portal Registration Instructions

How do I register online? This document will outline how to set up your Username and Password so that you may begin using the PPL BetterOnline™ web portal to create timesheets and track payments. The process for online registration is the same for both Members and Employees.

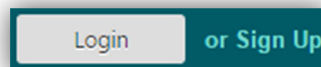
1. The first thing you should do is type in the web address provided below into your browser: (we recommend saving this as a **favorite**, so that you don't have to keep typing it in).

<https://fms.publicpartnerships.com>

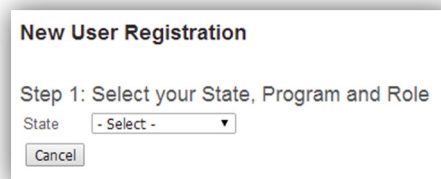
2. A log in screen will appear. You will use this screen to log into the PPL BetterOnline™ web portal after you have registered.



3. Click on the **Sign Up** hyperlink to the right of the Login button.



4. This will bring you to the **New User Registration** screen. It will ask you to choose your state.



5. Select **MAINE** from the drop down list.

New User Registration

Step 1: Select your State, Program and Role

State: - Select -

- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine**

Cancel

6. After you select your state, two new data fields will appear: **Program** and **Role**. Select your Program – **ME PDO**.

New User Registration

Step 1: Select your State, Program and Role

State: Maine

Program: ME PDO

Role: Program have no roles to register

Cancel Next

7. Next, select your Role.
 - If you are the Member/Employer, select **Member**.
 - If you are the Employee, select **Attendant**.

New User Registration

Step 1: Select your State, Program and Role

State: Maine

Program: ME PDO

Role: - Select -

- Select -
- Member**
- Attendant

Cancel

8. After you have selected your Role, click the **NEXT** button to continue on to registration.

9. You will be brought to the **Step 2: Enter Credentials** screen. You are now required to verify who you are by completing the following three fields:

- **PPL ID:** This number has been generated by PPL and is unique to each Member or Attendant in the program.
- **Last Name:** This is the Member's or Attendant's last name.
- **D.O.B.:** This is the Member's Date of Birth, which we have on file in our system already.
 - **PLEASE NOTE:** *Attendants will be asked to enter their **Social Security Number** instead of their Date of Birth.* Again, we have this information already in our system and this is used for identity verification.

New User Registration

Step 2: Enter Credentials

Required fields *

PPL ID *

Last Name *

DOB *

10. Enter your information into the blanks and then click on **NEXT**.

- *If the system is unable to verify your information, then the Member or Attendant's information may have been inaccurately entered at the time of enrollment. In order to resolve this, call the PPL Customer Service Center and provide the Member/Attendant ID so that we may verify the demographic information on file.*

11. You will now be brought to the **Step 3: User Information** page. This is the page in which you will actually register yourself as a user in the system.

Step3: User Information

First Name:

User Name:

Password:

Notes:

Last Name:

Email Address: Optional

Confirm Password:

Security Questions:

- Select -

- Select -

- Select -

12. You will be asked to enter the following information:

- **Username:** PPL suggests that you use the first letter of your first name and your last name.

Example: Megan Maynard = MMaynard

NOTE: If the username you select is already in use, you will need to choose a different username.

- **Password:** Your password must be at least **6** characters long and contain *at least 1 numerical character, 1 capitalized character, and 1 lower case character*. Please be aware that your password will be case sensitive.
- **Confirm Password:** Here, you need to retype the password you just created.
- **E-mail Address:** Your e-mail address is an optional field. PPL will use this e-mail address to send information pertaining to your timesheets. **PLEASE NOTE:** If you provide an e-mail address you will receive an e-mail confirmation of your username and password.
- **Security Questions:** You should choose three questions from the down menus. Put the answers to these questions in the data fields next to the corresponding questions.
 - If you ever need to change your username or password, these questions provide a layer of security to protect your privacy.

13. If you are happy with all of your information hit the **SUBMIT** button.

Congratulations!

You are now registered and ready to log into the PPL Web Portal!