

# INVOICE SUBMISSION

*How to submit invoices in MyAccount*

- 1 Access MyAccount by going to: [account.publicpartnerships.com](https://account.publicpartnerships.com)
- 2 Select the **'Log into your account'** button to log in with your username and **password**.
 

**NOTE:** *Having trouble logging into MyAccount?*

  - Your username is your email address.
  - Click the 'Forgot your password?' link to reset your password.
- 3 On the MyAccount Dashboard, click on **'My invoices.'** This will open a new tab.
 

**NOTE:** *If a new tab does not open, check to make sure you do not have a pop-up blocker enabled.*
- 4 Select the **participant** that received the service from the dropdown.

Provider ID: **PR-0015978 -- ABC Employment Services**

Add These Lines To Provider Invoice ID:

Participant	Date Of Service	Service	Units	Rate Requested	Invoice Amount Requested	Attachments
-- John Smith	5/25/2022	T2047:U3 - Pre-Vocational Services	2	\$40.000 / HOUR		<input type="button" value="Choose File"/> <input type="button" value="Add another"/> <input type="button" value="Upload File"/> <input type="button" value="Download"/>

Total Amount Submitted: **\$0.00**

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Select the **date of service**.

**NOTE:** Please submit invoices no more than 30 days after the date of service.

Provider ID: PR-0015978 -- ABC Employment Services

Add These Lines To Provider Invoice ID:

Participant	Date Of Service	Service	Units	Rate Requested	Invoice Amount Requested	Attachments
-- John Smith	5/25/2022	T2047:U3 - Pre-Vocational Services	2	\$40.000 / HOUR		<a href="#">Choose File</a> <a href="#">Add another</a> <a href="#">Upload File</a> <a href="#">Download</a>

Total Amount Submitted: \$0.00

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Select the type of **service** from the dropdown.

Provider ID: PR-0015978 -- ABC Employment Services

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Participant	Date Of Service	Service	Units	Rate Requested	Invoice Amount Requested	Attachments
-- John Smith	5/25/2022	T2047:U3 - Pre-Vocational Services	2	\$40.000 / HOUR		<a href="#">Choose File</a> <a href="#">Add another</a> <a href="#">Upload File</a> <a href="#">Download</a>

Total Amount Submitted: \$0.00

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Enter the number of **units** (e.g. 2 for 2 hours).

Provider ID: PR-0015978 -- ABC Employment Services

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Participant	Date Of Service	Service	Units	Rate Requested	Invoice Amount Requested	Attachments
-- John Smith	5/25/2022	T2047:U3 - Pre-Vocational Services	2	\$40.000 / HOUR		<a href="#">Choose File</a> <a href="#">Add another</a> <a href="#">Upload File</a> <a href="#">Download</a>

Total Amount Submitted: \$0.00

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**OPTIONAL:** Attach an invoice or receipt under **attachments**. This is not required.

Rate Requested	Invoice Amount Requested	Attachments	Status
\$0.000 / HOUR		<input type="button" value="Choose File"/> invoice.docx <input type="button" value="Add another file"/> <a href="#">Upload File(s)</a> <input type="button" value="Download"/> <input type="button" value="Close"/>	Not Submitted

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Read the **"Terms and Conditions"** and check the box to agree.


Participant	Date Of Service	Service	Units	Rate Requested	Invoice Amount Requested	Attachments
-- John Smith	5/25/2022	T2047:U3 - Pre-Vocational Services	2	\$40.000 / HOUR		<input type="button" value="Choose File"/> <input type="button" value="Add another file"/> <a href="#">Upload File</a> <input type="button" value="Download"/> <input type="button" value="Close"/>
Total Amount Submitted: \$0.00						
<b>Terms and Conditions</b> <input checked="" type="checkbox"/> The provider certifies that the representations made in this invoice are true, accurate and correct and that if any statements are w participating as a provider in State or Federal programs, as well as criminal sanctions, as may be applicable. The provider understa a material fact may be prosecuted under Federal and State laws.						

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**Review** your entry.

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Click the floppy disk icon under **"Action"** to submit

Rate Amount Requested	Attachments	Status	Action
	<input type="button" value="Choose File"/> invoice.docx <input type="button" value="Add another file"/> <a href="#">Upload File(s)</a> <input type="button" value="Download"/> <input type="button" value="Close"/>	Not Submitted	

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To submit additional invoices, click 'START NEW INVOICE.'

Provider ID: **PR-0015978 -- DK Employment Services, LLC** **START NEW INVOICE**

Add These Lines To Provider Invoice ID:

Global Attachments:  No file chosen

Upload File(s)

Participant	Date Of Service	Service	Units	Rate Requested	Invoice Amount Requested	Attachments	Status
John Smith	5/25/2022	T2047:U3 - Pre-Vocational	2	\$40,000	\$80.00	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add another file"/>	Line Successfully Submitted

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If you made an error or need to make any changes to your invoice submission you can "edit" or "delete" the submission.

**NOTE:** Edits/deletions must be completed by 10:00PM EST on the same day the invoice was entered. Invoices are processed by PPL on a nightly basis.

oyment Services **START NEW INVOICE**

Units	Rate Requested	Invoice Amount Requested	Attachments	Status	Action
2	\$40,000 / HOUR	\$80.00	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add another file"/> <a href="#">Upload File(s)</a> <input type="button" value="Download"/> <input type="button" value="Close"/>	Line Successfully Submitted	<b>Action</b> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Did you receive an error message related to the participant authorization? Please contact the MCO Care Coordinator.

Did you receive an error message for any other reason? Please contact PPL Customer Service at 1-833-771-1838

You can find the 2022 Invoice Schedule on the PPL website: [publicpartnerships.com/state-programs](http://publicpartnerships.com/state-programs).