SUBMITTING INVOICES ON THE WEB PORTAL

Dear Worker:

We are excited that you have chosen to use the electronic invoice system! This document tells workers how to submit invoices via the PPL Web Portal. (There are separate instructions for participants.) Before you start using the system, you must register to use it. If you have not already done so, please follow the separate instructions on *Registering to Use the Web Portal* before you follow the instructions found in this document.

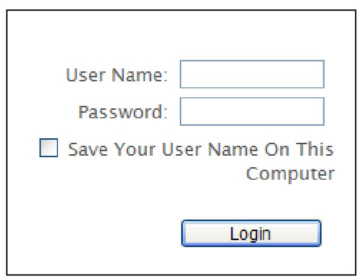
As a worker, there are three things that you can do by using the Web Portal invoice system:

1) Complete invoices online and submit them electronically
2) View the status of your invoices
3) Complete, submit, and view invoices electronically

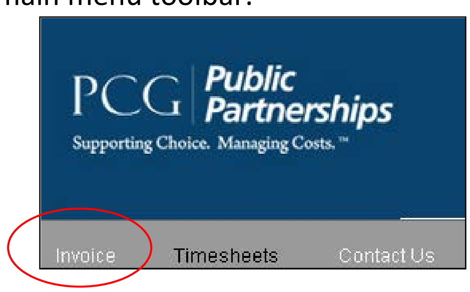
1. Completing Online Invoices

1. Go to https://fms.publicpartnerships.com

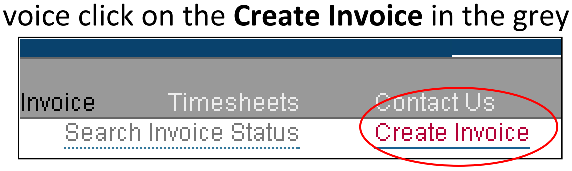
2. Enter your user name and password and click Login. Remember that your user name and password are case sensitive.



3. Select **Invoice** in the main menu toolbar.

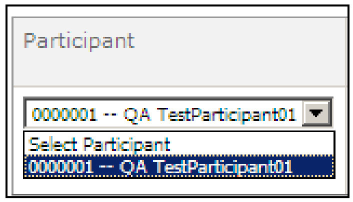


4. To create a new invoice click on the **Create Invoice** in the grey toolbar.

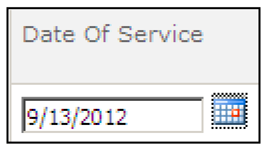


Phone (English)	(877)-522-1053	**Administrative Fax:**	(855)-867-1676
Phone (Cantonese)	(877)-522-1055	**Timesheet Fax:**	(855)-597-3876
Phone (Spanish)	(877)-522-1054	**TTY:**	(800)-360-5899
Email:	CAGGRC@pcgus.com	**Web:**	www.publicpartnerships.com

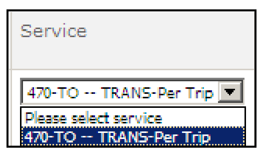
5. You should now see the Invoice Submission Page
   a) Your Worker ID
   b) Your Participant. (If you have more than one, there will all be listed, choose the appropriate one)



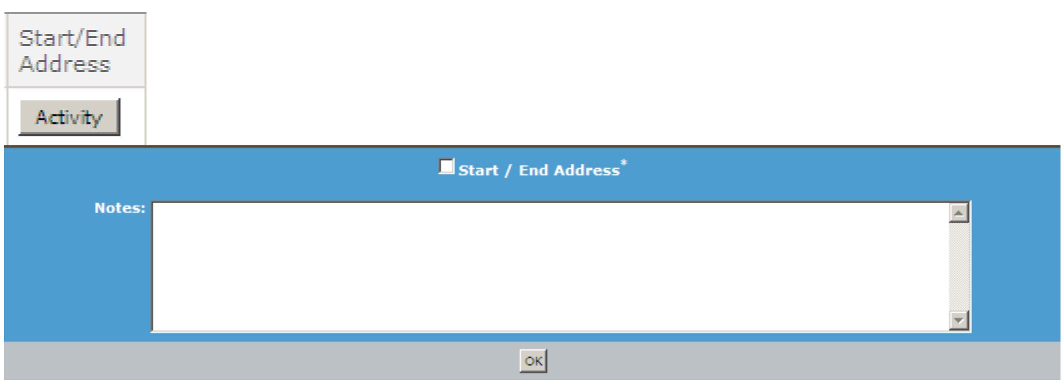
   c) The date you delivered service :



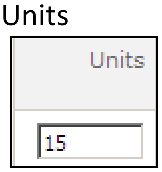
   d) The Service you are submitting for:



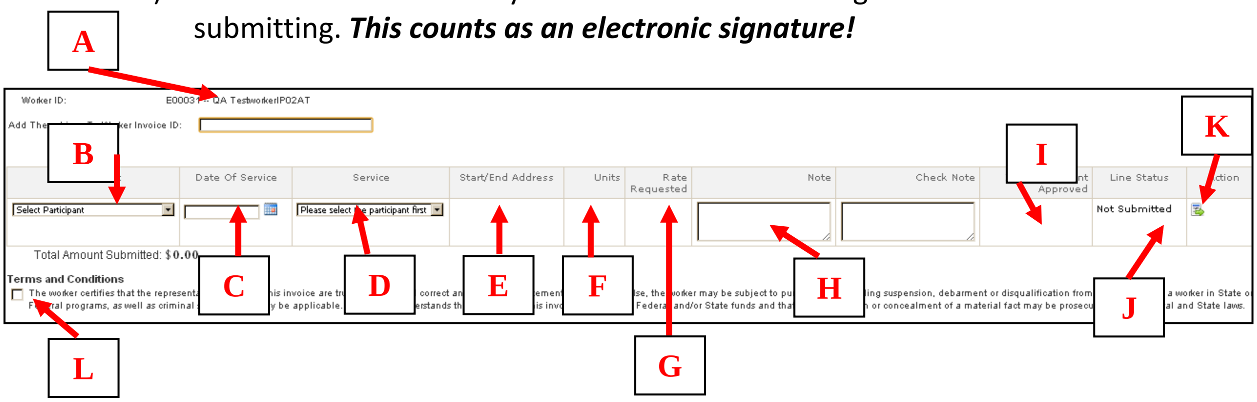
   e) Start and Ending address (for Per Trip and Per Mile authorizations you must enter the start and ending address).
      i. Click the 'Activity' button and a text box will appear. It is critical that you capture the start and end date of your mileage or trip.



   f) Units



g) Rate of reimbursement (this will automatically calculate when the invoice is submitted based on what PPL has received from GGRC as your rate of reimbursement)
h) Any notes that may be relevant
i) The total invoiced amount
j) The status of the line (Not Submitted, Denied, Submitted)
k) Submit Button
l) Terms and Conditions – you must read these and agree to them before submitting. ***This counts as an electronic signature!***



6. Click on the **Action icon** at the right end of the row to submit your invoice.

Line Status	Action
Not Submitted	

7. The Line Status will read Line Successfully Submitted if there are no issues with your invoice.

Invoice Amount Approved	Line Status	Action
$7.07	Line Successfully Submitted	

8. To edit the line item that you have submitted, click on the **Pencil icon** in the Action column. This will allow you to change the Note and Date of Service fields.

Line Status	Action
Line Successfully Submitted	

9. To enter more dates worked, click on the **Clipboard icon**.

10. A new row will be added below your first submitted line.

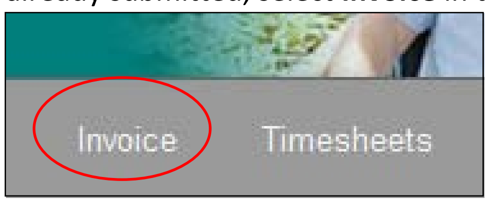
Date Of Service	Service	Units	Rate Requested	Note	Invoice Amount Requested	Invoice Amount Approved	Line Status
1/25/2012	TRANSP - Transportation	1	$7.07 / EACH	Trip to the grocery store	$7.07	$7.07	Line Successfully Submitted
	Please select service						Not Submitted

Total Amount Submitted: $7.07

11. To delete a row entirely, click on the **Trash Can** icon.

12. Once you have entered all of your dates worked, check that all lines read **Line Successfully Submitted** in the Line Status column.

13. To search for invoices already submitted, select **Invoice** in the toolbar.



14. Your Worker ID will automatically populate. You may click on the **Magnifying Glass** to search your participant's name and you may filter on specific dates by using the Service Start and End Date **Calendar icons**.

15. If you would like to see all invoices, you may also ignore the filters and simply click on **Search**.

Search Invoices

Provider ID: 00001 -- QA TESTCONSUMER1
Invoice ID:
Consumer ID:
Service Authorization ID:
Service Date Start: any
Service Date End: any
Service Type: All
Invoice Status: All
Check No:

Search

16. Your invoices will appear below depending on the categories you filtered on in the search screen.

Your search found 5 records.

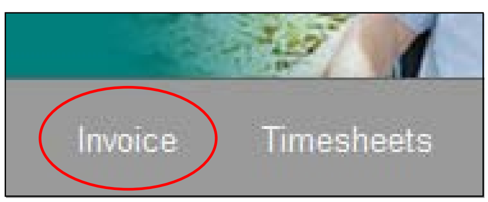
Action	Invoice ID	Invoice Date(s)	Provider Name	Total Amount	Check No	Payment Date	Status
Details	TN0052799	5/12/2011	QA TESTCONSUMER1	$7.07			DENIED
Details	TN0056393	7/29/2011	QA TESTCONSUMER1	$7.07			DENIED
Details	TN0062583	1/26/2012	QA TESTCONSUMER1	$28.28			REJECTED
Details	TN0062585	1/31/2012	QA TESTCONSUMER1	$14.14			APPROVED
Details	TN0062586	2/2/2012	QA TESTCONSUMER1	$7.07			SUBMITTED

17. Click on the **Details** button to review an invoice. Your employer will review all of your invoices and either approve or deny them:

    i. Invoices that are awaiting Employer Approval are in **Submitted** status.
    ii. Invoices that the Employer marks as correct will show as **Approved**.
    iii. Invoices that the Employer mark as incorrect will show as **Rejected**.
    iv. Invoices that were denied due to not following PPL's rules will appear **Denied** and cannot be resubmitted.

18. Once an invoice has been approved, Public Partnerships will pay your invoice on the dates indicated on the payroll schedule. **Please note: PPL cannot pay an electronic invoice until it has been approved by your Employer**

19. To return to the original invoice search screen, you may click on **Invoice** in the top grey toolbar at any point.



20. Other search features are available to narrow your search. Click on the **Invoice Status** dropdown bar to select the status you'd like to view or enter the **Check No.** to view invoices by their check number.