

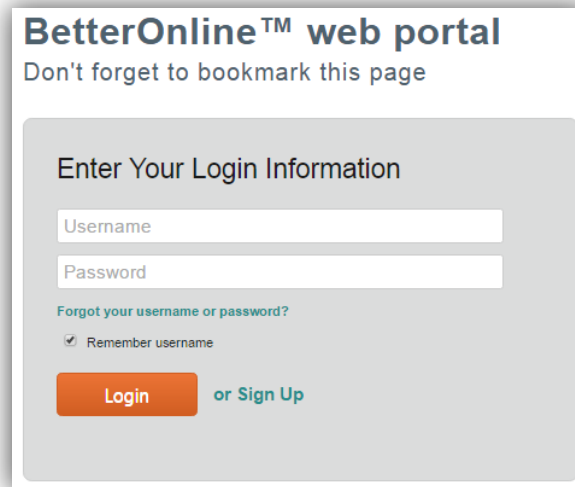
BetterOnline™ Web Portal Registration

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

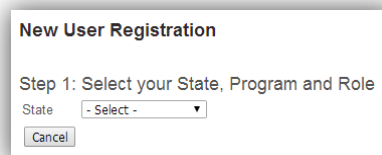


The screenshot shows the 'BetterOnline™ web portal' login page. At the top, it says 'Don't forget to bookmark this page'. Below that is a grey box titled 'Enter Your Login Information'. Inside this box, there are two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forgot your username or password?'. There is a checked checkbox labeled 'Remember username'. At the bottom of the box, there is an orange 'Login' button followed by the text 'or Sign Up'.

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

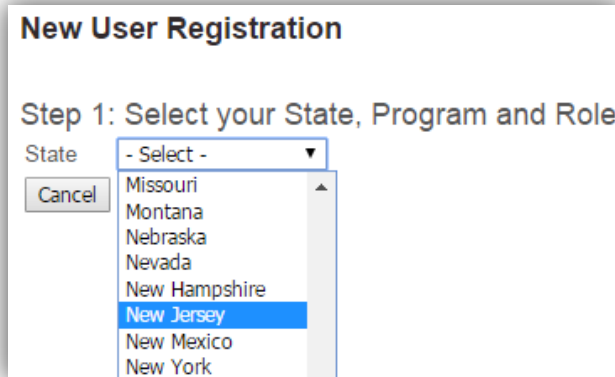


4. This will bring you to the **New User Registration** screen. It will ask you to choose your state.



The screenshot shows the 'New User Registration' screen. It has the title 'New User Registration' and the instruction 'Step 1: Select your State, Program and Role'. Below this, there is a 'State' dropdown menu with '- Select -' in it. At the bottom left, there is a 'Cancel' button.

5. Select **NEW JERSEY** from the drop down list.



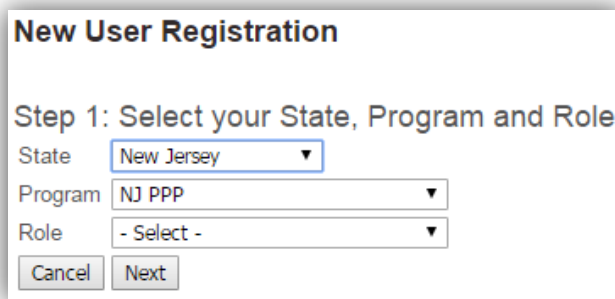
New User Registration

Step 1: Select your State, Program and Role

State

Missouri
Montana
Nebraska
Nevada
New Hampshire
New Jersey
New Mexico
New York

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



New User Registration

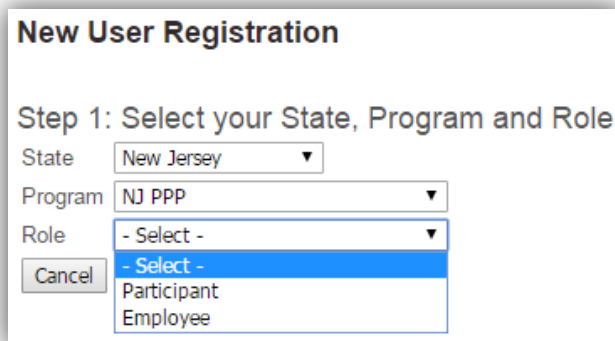
Step 1: Select your State, Program and Role

State

Program

Role

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



New User Registration

Step 1: Select your State, Program and Role

State

Program

Role

- Select -
Participant
Employee

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:

- **Participant/Employee ID:** This number has been generated by Public Partnerships and is unique to each Participant or Employee in the program.
- **Last Name.:** Your last name, as spelled it when you filled out your enrollment paperwork with us.
- **Medicaid ID:** This number is unique to each Medicaid beneficiary. This number was sent by DDS to Public Partnerships as part of your enrollment onto the Personal Preference Program.

PLEASE NOTE: *Employees will be asked to enter their Social Security Number instead of a Medicaid ID.* Again, we have this information already in our system and it is used only for identity verification.

New User Registration

Step 2: Enter Credentials

Required fields *

Medicaid ID *

Participant ID *

Last Name *

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

- *If the system is unable to verify your information, then the information may have been inaccurately recorded at the time of enrollment. In order to resolve this, call our Customer Service Center.*

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.