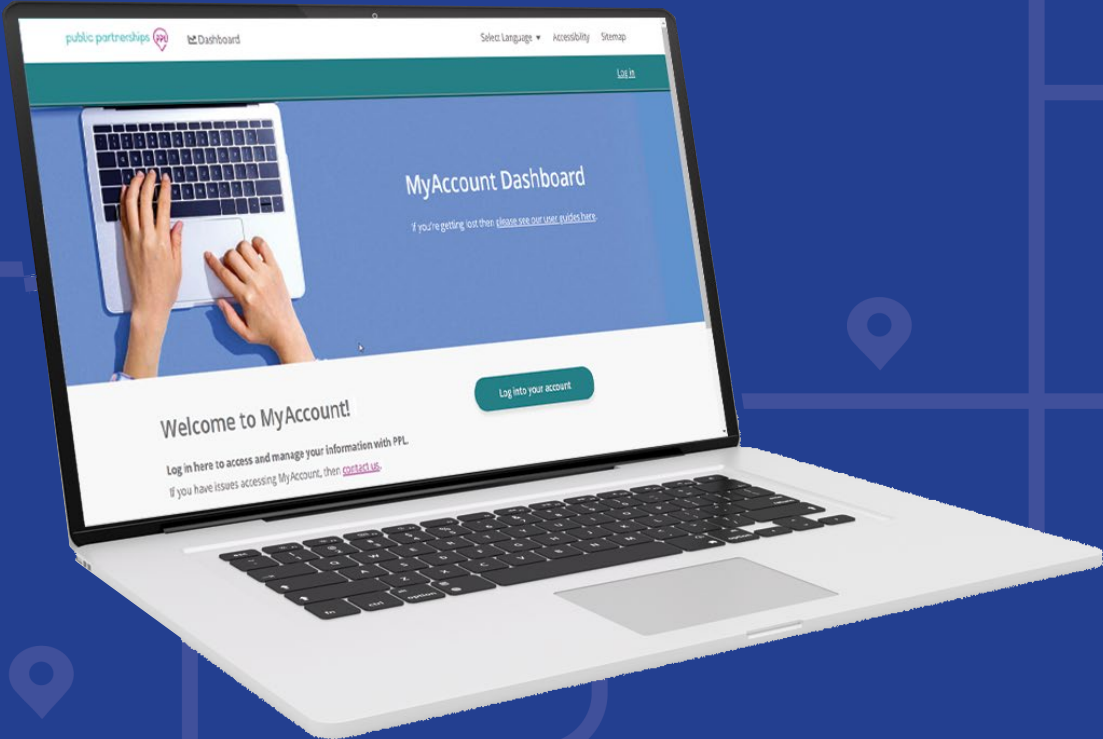


MYACCOUNT

Guide for Vendors



USER GUIDE

at a glance

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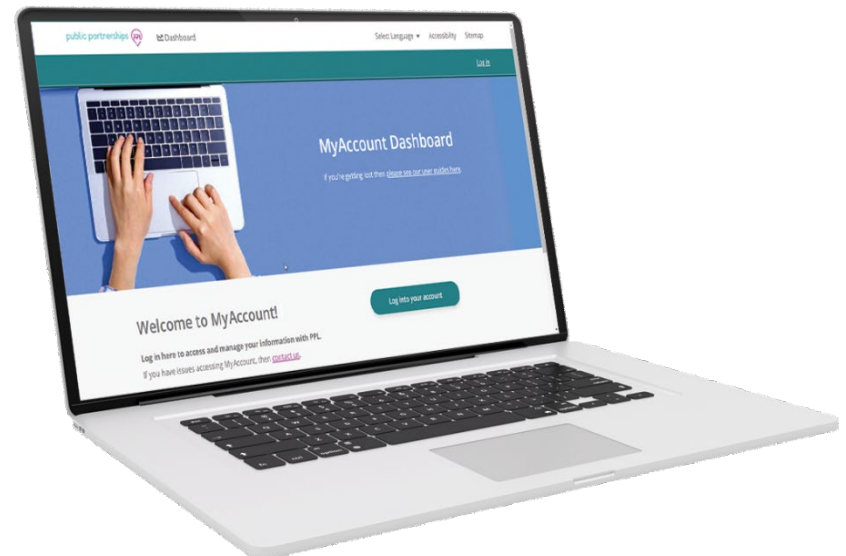
WELCOME

WELCOME

The MyAccount platform from Public Partnerships (PPL) is where you can register to receive payments for the self-direction services you provide.

This guide shows:

- How to set up your MyAccount access and enrollment
- How to specify your payment preferences



Set Up Your MyAccount Access

You will receive an email notification asking you to register for MyAccount. This email comes *after* a participant has added you as a new vendor.

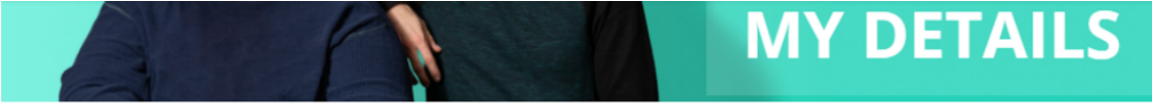
1. In your email invitation, open the MyAccount link.
2. In MyAccount, input your identification details and check the **Tax ID Number**.

3. Under **Contact Details**, specify how to contact you.

In the address box, use **Search** to show official addresses that match.

4. Under **Account Login Details**, type a new password and set your security questions.
5. Enable the checkbox acknowledging PPL’s Terms of Service and select **Finish**.
6. Return to your email and look for a confirmation message from PPL.
7. Look for a “confirm” email and open the *Confirmation link*.

NOTE: Must confirm within 48 hours.



You can navigate between your information details here. You may edit some of your details on these pages, which will be saved once you click "Next" or "Finish" If you need to change information that is non-editable here, please [contact us](#).

Vendor Details

Contact Details

Account Login Details

Terms of Service

Vendor Details
Close

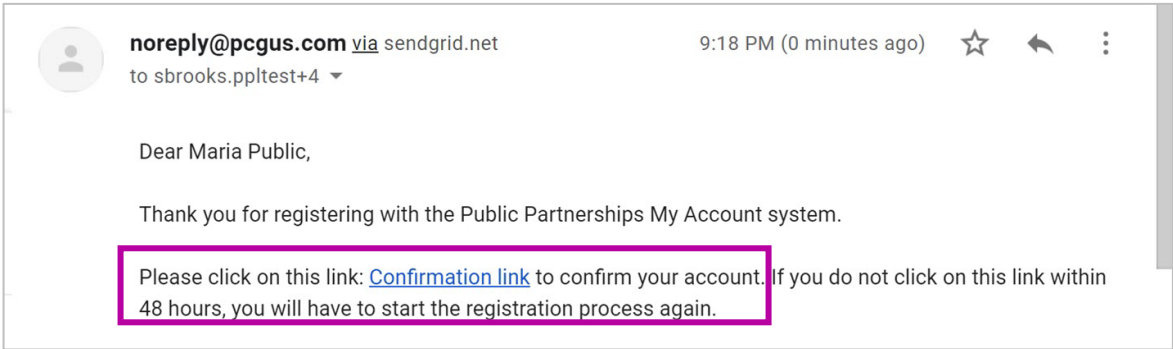
Vendor Name*

Doing Business As (DBA)

Tax Identification Number*

Vendor Contact Details

Contact First Name*



Set Up Your Signature

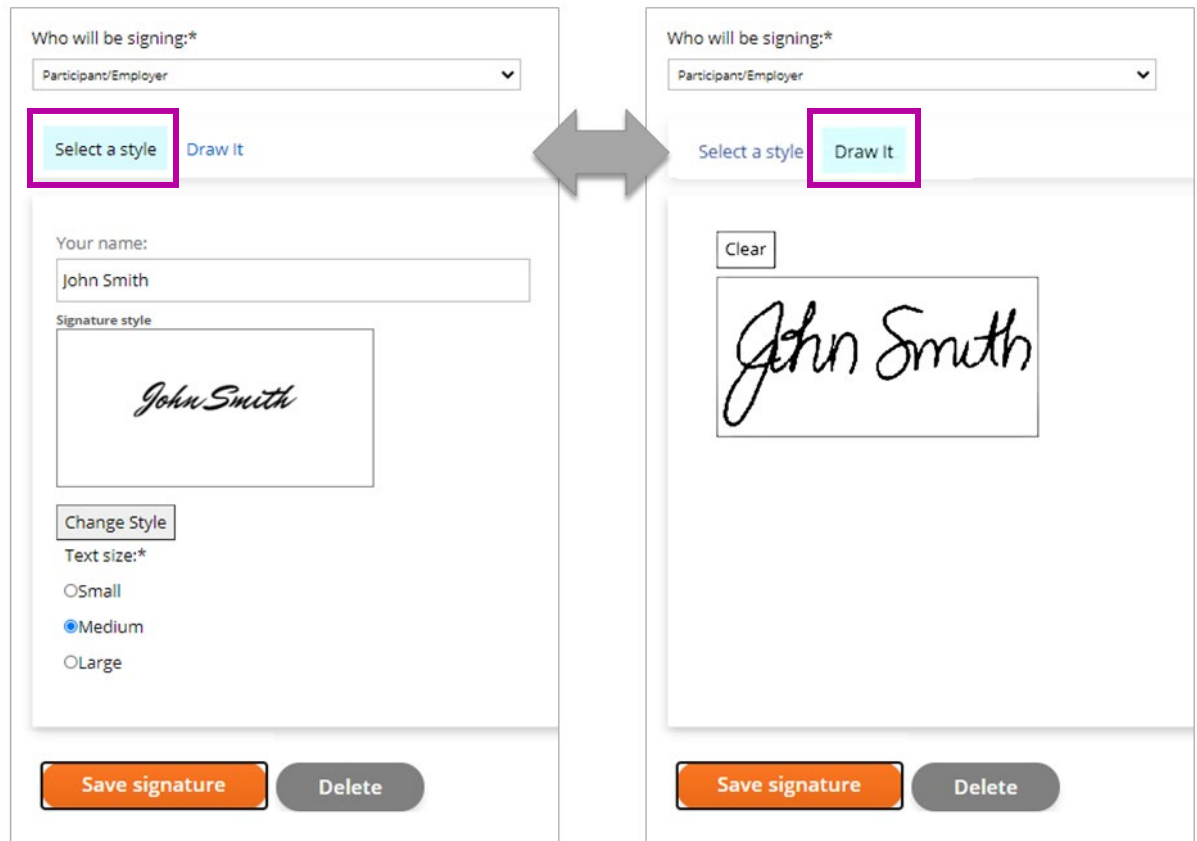
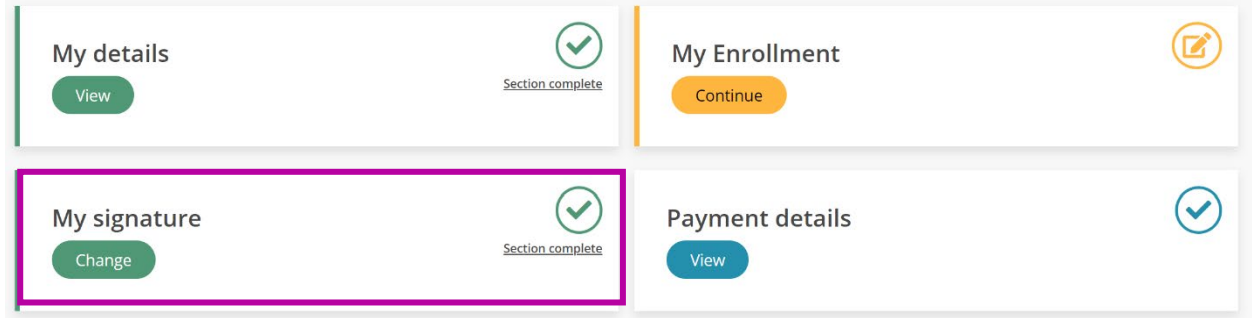
To complete enrollment, you will use an electronic signature.

1. On your MyAccount dashboard, select **My signature**.

2. Under **Who will be signing**, select which role you are serving.

3. Choose between these options:
 - **Select a Style** – Useful if you can only type your name. You can select different styles and sizes to your liking.
 - **Draw It** – Useful if you have a touch screen device.

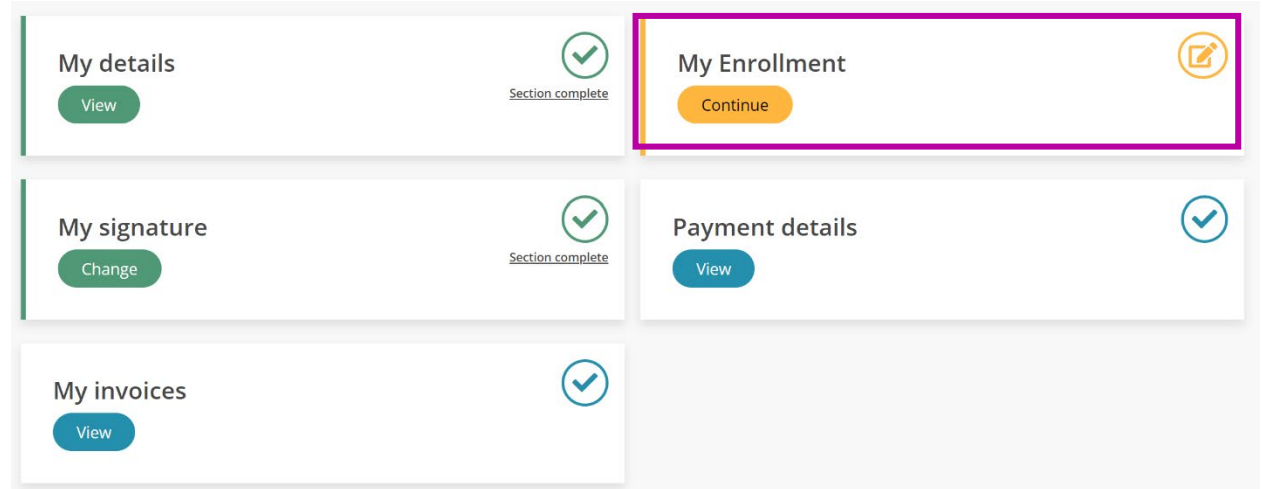
4. Select **Save signature**.



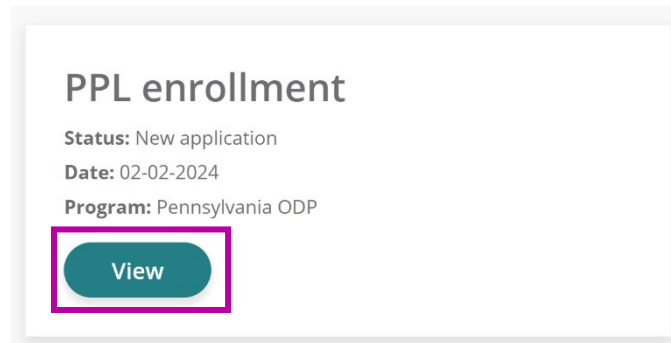
Complete Your Enrollment

When you are just starting with Public Partnerships (PPL), you need to complete your enrollment.

1. On the MyAccount dashboard, select **My Enrollment**.



2. Under your summary information, select **View**.



3. Select which **Federal Tax Classification** you use to do business, such as sole proprietor or corporation.

4. In the **Terms and Conditions** section, read all statements and select the “I confirm” checkbox.

5. After you agree to the terms and conditions, select **Finish** at the bottom of the page.

6. Under the **Agency Enrollment complete** message, select **Confirm**.

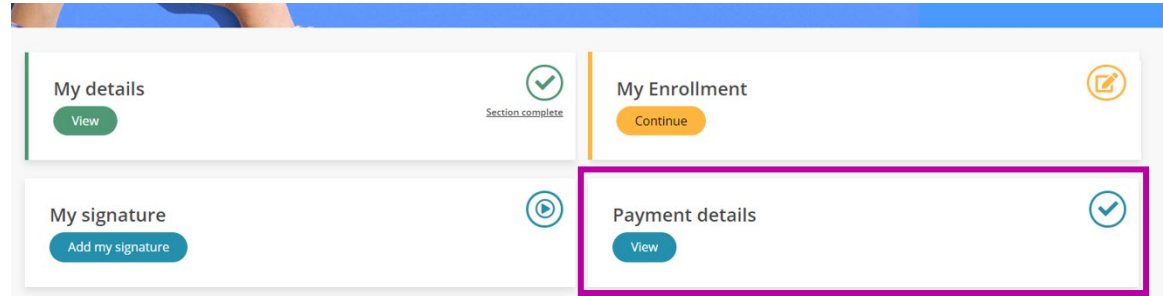
7. Wait for Public Partnerships to review and verify your enrollment forms.

You should receive an email when you're approved.

Edit Your Payment Details

At any time, you can update your preferences on how you want to be paid.

1. On the MyAccount dashboard, select **Payment details**.



2. In the Payment Details page, select **Edit**.

- 3. Specify how and where you want to receive payments from Public Partnerships, including bank details, if applicable.
- 4. Select **Finish** when complete.

Payment Details

Bank Name

Max 30 characters. remaining 30

Account Type*

- Checking Account**
- Savings Account**

Routing Number* [What's this?](#)

Account Number* [What's this?](#)

Pay Stub

Your pay stub is available online through My Account or the mobile app.

Would you like to receive a paper copy of your pay stub in the mail?

- Yes**
- No**

Finish

Submit an Invoice for Payment

Follow these steps to submit your invoice for payment from a Participant's allocated budget. This process covers payments for things like a home upgrade or mileage reimbursement. Here is the overall process:



- 1. On the MyAccount dashboard, select **My Invoices**.

My details View	Section complete	My Enrollment Continue	
My signature Change	Section complete	Payment details View	
My invoices View			

- On the Invoices page, select **Create New Invoice**.

Note: Don't use the **Import Invoices** feature. It is not configured for this program.

- On the **Create Invoice** page, under **Individual**, enter the name of the program Participant who received services.
- For **Invoice Date**, specify when you are submitting it (typically today's date).
- For **Invoice Number**, you have the option to enter any number to help you track this transaction.

6. Select **Add New Line**.

7. Complete the **Start time** and **End time**, if applicable, and the **Service Date**.

Note: This date must be within the Participant’s authorized budget period.

8. From the **Service Code** menu, choose the applicable code. Only the codes allowed will appear, based on Participant and Service Date. Here is a list of possible services:

- T2028 UD Assistive Tech-Non Medical UD
- T2028 SE Assistive Tech-Non Medical SE
- T2029 UD Assistive Technology - Medical
- T2029 SE Assistive Technology - Medical
- W6089 Specialized Supplies
- W7271 Transportation - Mile
- W7278 Vehicle Accessibility Adaptations
- W7279 Home Accessibility Adaptations
- W7284 Education support services
- W7284 U1 Education support services
- W7285 U1 Respite - Camp24hrs
- W7286 U1 Respite - Camp 15-min

9. Under the **Receipt** column, you have the option to upload a document as evidence.

Note: Alternatively, you can attach a receipt for the entire invoice by selecting **Browse** near the bottom.

10. For **Service Unit**, enter a quantity that will be multiplied by the **Rate \$**.

Note: You can enter mileage if you are billing for your own transportation or for public transportation.

11. Add more lines as needed and select **Submit**.

12. Next, the Participant will approve this invoice. It remains pending until approved.