Over-The-Phone-Enrollment
For new SDEs

We've made it Simple to enroll over the phone!

Who is Authorized to Call?

An existing **Employer of Record, Authorized Representative, Participant** who is already self-directed or an **SDE** can begin the enrollment process with one easy call.

Toll Free

Call our dedicated Over-the-Phone Enrollment number at **1-877-908 -1752**; available Monday through Friday from 8:00 am to 6:00 pm (EST).

Prompt

Once the required information is provided over the phone, the enrollment packet will be emailed to the new SDE via Adobe Sign.

Who needs to be on the call? = **Participant (Individual) or their Employer of Record** + **New SDE**

What information does PPL need to begin the over-the-phone enrollment process?

Participant (Individual Receiving Services)	Employer of Record (If it's not the Participant)	New SDE
• Legal First, Middle, and Last Name • Date of Birth • Last 4 Digits of Social Security Number • Email Address	• Legal First and Last Name • Date of Birth • Last 4 digits of Social Security Number	• They must be 18+ years of age • Legal First, Middle, and Last Name • Physical and Mailing Address • Primary Phone Number • Email Address • Social Security Number (Cannot begin with a "9") • Date of Birth

Highlights of Over-the-Phone Enrollment

⇨ **It takes approximately 15-20 minutes to complete the Over The Phone Enrollment call**

⇨ **By using Adobe Sign, your SDE can begin providing services much sooner than using the paper application method**

What is Adobe Sign?

Adobe Sign is an **e-signature service** that allows the Employer and SDE to securely sign, track, and manage signature processes for enrollment forms using a web browser or mobile device.

To avoid delay, both parties should monitor their email for Adobe Sign actions required and registration information related to pre-employment drug testing and Child Abuse Record Information background checks.

What are the steps to add my secure e-signature using Adobe Sign?

✓ Monitor your email.

✓ Open the email that PPL has sent requesting your signature.

✓ Use your TAB button or mouse to scroll through the enrollment paperwork.

✓ Although the document will be prefilled, there are fields that will still require data input. Be sure to add data in required fields.
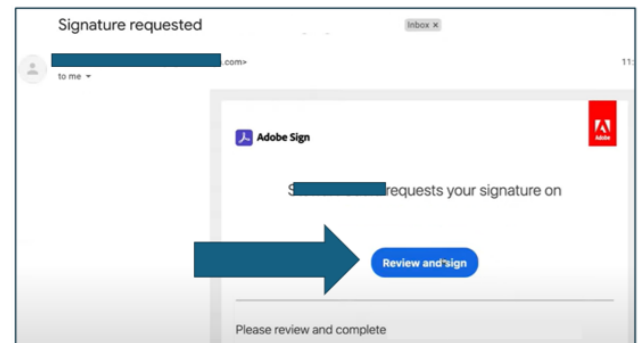
What are the steps to add my secure e-signature using Adobe Sign?
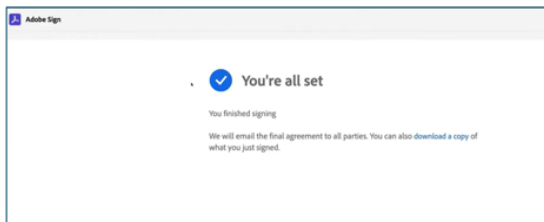
✓ In the signature section you can TYPE, DRAW (using your mouse), or UPLOAD an image of your signature.

✓ Adobe Sign will automatically add the date to the document when you add your signature.

✓ Once all the required fields are completed you can Click to add Signature at the bottom of the page.

✓ A confirmation prompt will appear to let you know it has been submitted.

PPLFirst.com provides resources to help you continue to successfully self-direct your care.

https://pplfirst.com/programs/new-jersey/nj-ddd-self-directed-option/