This is a high-level overview of how to transition to PPL through PPL@Home. This can be used as a reference to offer information and guidance to existing Personal Assistants..

Getting started in PPL@Home

You will be sent a link, either by email or text message, to begin the transition process. The link is sent once the consumer (the person that has entrusted you to provide their care) adds you as an Association in PPL@Home, or **if PPL received your contact information based on a current service authorization record.**

Information you will need to transition:

1. Social Security Number
2. Required Documents

The transition process includes eight steps:

Step 1: Basic Information **(General information about you).**

Required Information:

1. First Name
2. Last Name
3. Date of Birth
4. Social Security Number
5. Relationship to Consumer

Step 2: Contact Details **(Your current contact information).**

Required Information:

1. Email address and/or,
2. Mobile phone number
3. Address

Step 3: Communication Preferences **(Preferred communication details).**

Required Information:

1. How will the Personal Assistant register and complete their enrollment with PPL?

cont.

Step 4: Consumer Associations (Shows consumers that have added you as a Personal Assistant).

There is nothing to complete in this step.

Step 5: Signature

Adding a signature will allow you to electronically sign any forms or documents. You can do this in two ways:

1. Typing your name and selecting 'Generate By Name'
2. Draw Your Signature

Step 6: Forms (Documents that you can sign electronically).

If any documents are **incomplete, they will say '0/1'**; when **completed, '1/1'.** The forms will autofill with any information entered prior, including signature.

You may only be able to complete a form once your associated consumer completes theirs.

Step 7: Required Documents (Used for uploading any necessary documents).

Select the type of document, then upload. Only certain file types will be accepted.

Step 8: Summary

Summary shows all information that has been added, as well as any that is missing. Once submitted, a confirmation window will appear with your Tracking Number and PPL ID. Save these numbers as you will need them when contacting PPL or a CDPAP facilitator.

What happens next?

You will have access to your dashboard where you can view the status of your information. If additional information/documents are needed, you will be contacted through your preferred communication method from Step 2.

> **For assistance in completing this process, you can contact PPL directly at +1 833 247 5346**