

BetterOnline™ Web Portal



This document outlines how to set up your Username and Password to begin using the BetterOnline™ Web Portal if you are a Personal Support Worker (PSW).

As a PSW, once you are registered to use BetterOnline™, you can...

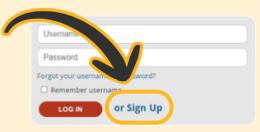
- See your payment information
- View and download your pay-check stub

Step 1: Register

- 1 Open the web browser (e.g. Chrome, FireFox, Internet Explorer, Microsoft Edge, etc)
- 2 Enter the following URL into the web browser:

 http://fms.publicpartnerships.com/PPLPortal/login.aspx

 NOTE: This website can be added as a favorite in your web browser for quick access.
- 3 Select the **Sign Up** link next to the login button.
- 4 Select **Oregon** from the drop-down menu.
- 5 Select your program: **OR FMAS**
- 6 Select your role: **PSW**



Step 2: Verify Credentials

- 1 Complete the following fields:
 - Provider ID

A number on your PPL enrollment paperwork starting with the letters 'PORF'.

NOTE: Can be found at the bottom of most pages in your enrollment packet.

Social Security Number

The last 4 numbers of your 9-digit social security number.

Last Name

This is **your** last name.

2 Ensure the **correct** information is entered.

If the system is unable to verify your information, the issue could be that the information was entered incorrectly at the time of enrollment. *To resolve this, please call customer service and provide your PPL PSW ID,* so **we** can verify the information on file.



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Step 3: User Information

- 1 Complete the following fields:
 - Username

PPL suggests that you use the first letter of your first and last name.

EX: Provider Tester = PTESTER

Password

Must be at least 6 characters long, contain at least 1 numerical character, 1 capitalized character, and 1 lower-case character. **NOTE: Your password is case-sensitive.**

Confirm Password

Retype the password you just created.

Email Address

PPL will use this email address to send you information as needed.

NOTE: You will receive an email confirmation of your username and password.

• Security Questions

Choose 3 questions from the drop-down menus and enter the answers in the data fields (next to the related questions). If you ever need to change your username or password, these questions provide a layer of security to protect your privacy.

2 Click the **Submit** button.

Congratulations!

You are now registered and ready to log into the PPL BetterOnline $^{\text{\tiny{TM}}}$ Web Portal!

