



YOUR LIFE
YOUR CARE
YOUR PEOPLE

BetterOnline™ Web Portal



With PPL moving to a default of not mailing out pay stubs / remit advises, you will need to take these steps **ONLY** if you wish to have a paper remit advise sent to you via USPS. You do not need to take any action if you do not want a paper remit advise.

This guide will provide instructions on how to use the BPM Upload Feature in BetterOnline®. You will use this feature to let PPL know that you have a change to your payment instructions and that you wish to begin to receive your remittance advise by mail.

Complete a new direct deposit form for each participant you work for.

- 1 Complete all sections of the direct deposit form and check the box if you want a paper copy of your pay stub.

Pay Stub

Your pay stub is available through the web portal or the mobile app. If you do not have access to the internet through a computer, tablet, or smart phone, then select the checkbox ☐ Please send my pay stub in the mail.

- 2 Once logged into the portal using the credentials you created, you will see this screen. Select **BPM File Upload** in the upper lefthand corner.

- 3 Click the **Browse** button, which will take you to your computer files.

BPM File Upload

W2 Forms

NOTE: The only file types you can upload are PDF and JPG

- 4 Locate and select the file(s) with your updated direct deposit form(s), then click **Upload File**.

- 5 Once you see the screen below, you are done.

fms.pplfirst.com says
File Uploaded Successfully.

OK

- 6 You can review other items in your profile or you can exit the portal session by clicking the **Logout** button in the upper righthand corner.

LOGOUT

CHANGE PASSWO