



YOUR LIFE
YOUR CARE
YOUR PEOPLE



My Account

Vendor Enrollment

▶ **USER GUIDE**



User Guide

At a glance

CONTENT

Set Up Your MyAccount Access	4
Complete Your Enrollment	5
Edit Your Payment Details	7



Welcome

Welcome

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

This guide will show you how to:

- 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.

- In your email invitation, open the **MyAccount link**.
- In MyAccount, input your identification details, including **Tax ID Number**.
- Under **Contact Details**, specify how to contact you. In the address box, use **Search** to show official addresses that match.
- Under **Account Login Details**, type a new password and set your security questions.
- Now you have MyAccount access, so continue with enrollment or other tasks.

MY DETAILS

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

Vendor Name*
All Dogs Go to Heaven LLC

Doing Business As (DBA)
Jake's Dog Toys

Tax Identification Number*
01-2024411

Vendor Contact Details

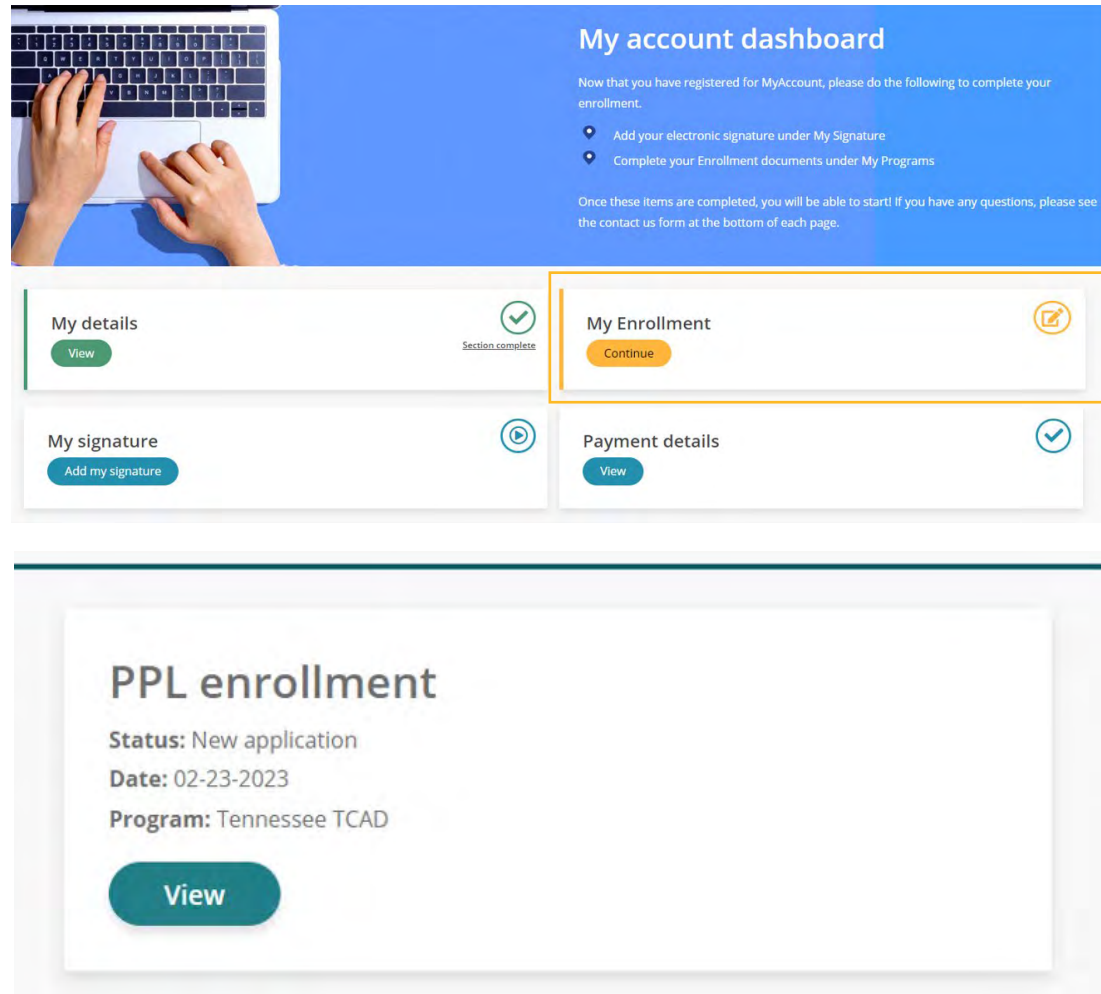
Contact First Name*
Jake

Close

Complete Your Enrollment

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

- On the MyAccount dashboard select **My Enrollment**.



- Under your summary information select **View**.

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

This screenshot shows the 'W-9 Tax Information' section of the PPL enrollment form. On the left, there are two tabs: 'W-9 Tax Information' (active) and 'Authorization and Signature'. Below the tabs is a 'Next' button. The main content area has a teal header 'W-9 Tax Information' and a label 'Federal Tax Classification*'. Below the label is a dropdown menu with a downward arrow.

- In the **Authorization and Signature** section, read all statements and select the “I confirm” checkbox.
- After you agree to the terms and conditions, select **Finish** at the bottom of the page.

This screenshot shows the 'Authorization and Signature' section of the PPL enrollment form. On the left, there are two tabs: 'W-9 Tax Information' and 'Authorization and Signature' (active). The main content area has a teal header 'Terms and Conditions' followed by a list of terms. Below this is a teal header 'Medicaid Fraud' with a paragraph of text. Then another teal header 'Electronic Signatures' with a paragraph. Below that is a teal header 'Agree and Sign' followed by a list of confirmations. At the bottom, there is a checkbox labeled 'I confirm that I have read and agree with all of the Terms and Conditions of this enrollment.*' and a date field showing 'Date : 3/22/2023'. At the very bottom are 'Previous' and 'Finish' buttons.



Edit Your Payment Details

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

- On the MyAccount dashboard, select **Payment details**.
- In the Payment Details page, select **Edit**.
- Specify how and where you want to receive payments from Public Partnerships LLC (PPL), including bank details, if applicable.

The screenshot shows the MyAccount dashboard with four sections: 'My details' (View), 'My Enrollment' (Continue), 'My signature' (Add my signature), and 'Payment details' (View). The 'Payment details' section is highlighted with an orange border. Below the dashboard is the 'Payment Information' form. It includes a 'Select a Payment Type*' section with radio buttons for 'Paper Check' and 'Direct Deposit' (selected). The 'Account Type*' section has radio buttons for 'Checking Account' and 'Savings Account'. The 'Bank Institution Name' field is a text input with a character limit of 30. The 'Routing Number*' and 'Account Number*' fields are also text inputs, each with a 'What's this?' link.

My details  Section complete

View

My Enrollment 

Continue

My signature 

Add my signature

Payment details 

View

Payment Information

Select a Payment Type*

☐ Paper Check

☒ Direct Deposit

Account Type*

☐ Checking Account

☐ Savings Account

Bank Institution Name

Max 30 characters, remaining 30

Routing Number* What's this?

Account Number* What's this?