YOUR LIFE
YOUR CARE
YOUR PEOPLE

My Account

Vendor Enrollment

USER GUIDE

User Guide

At a glance

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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.

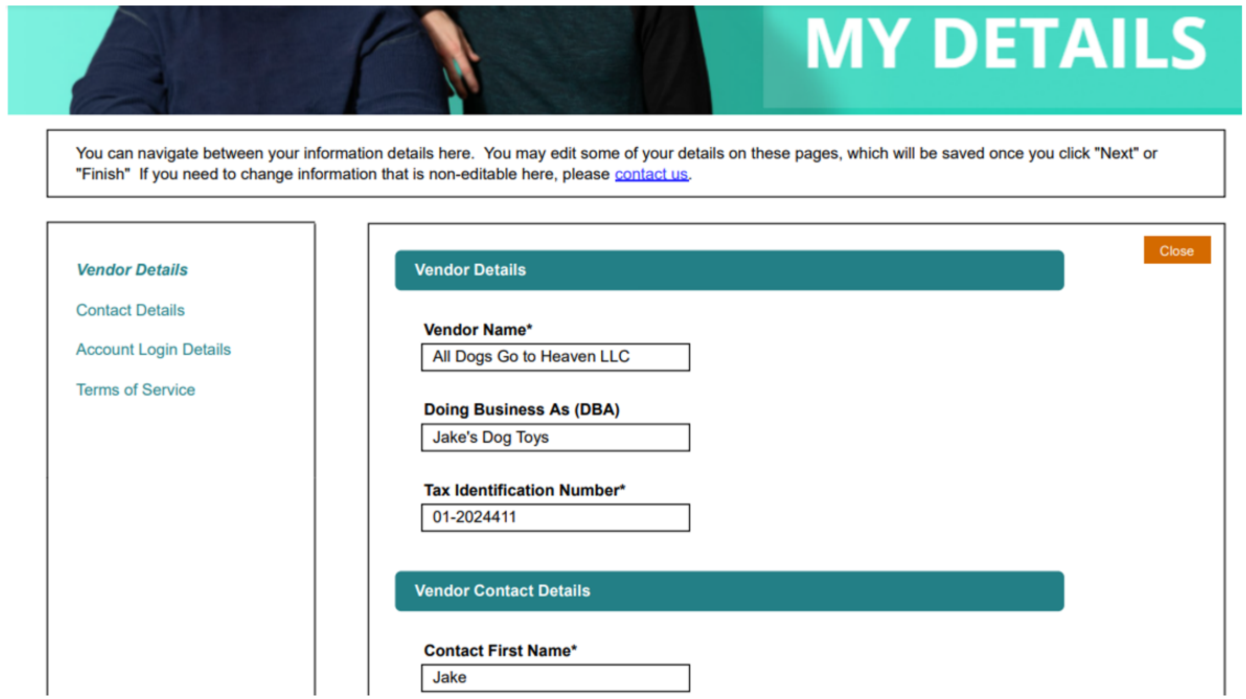
This guide will show you how to:

- 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.

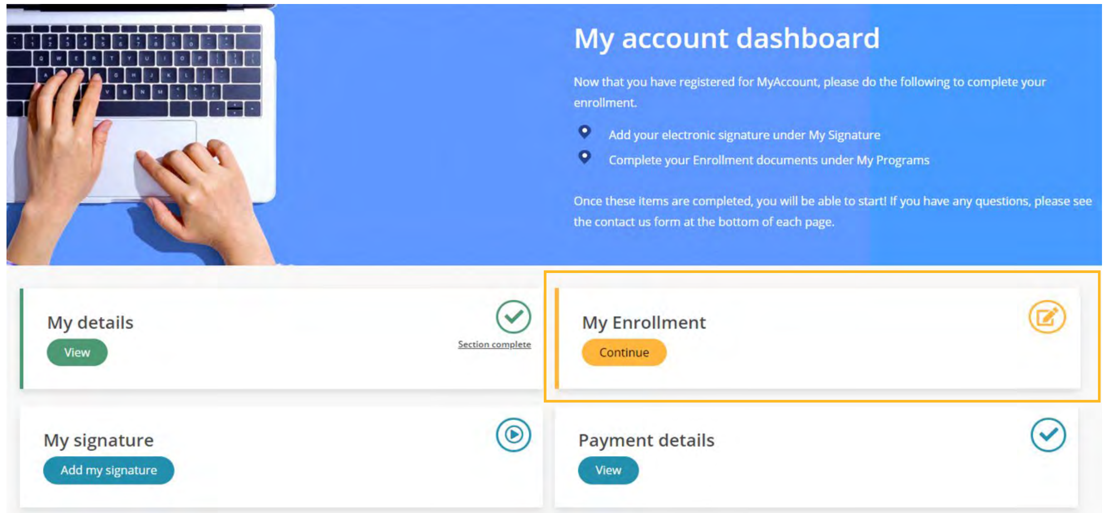
- In your email invitation, open the **MyAccount link**.
- In MyAccount, input your identification details, including **Tax ID Number**.
- Under **Contact Details**, specify how to contact you. In the address box, use **Search** to show official addresses that match.
- Under **Account Login Details**,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



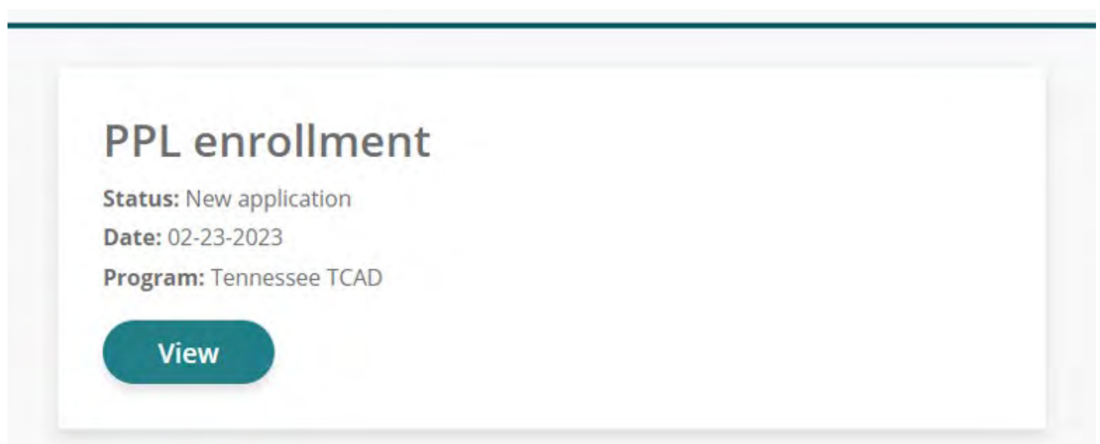
Complete Your Enrollment

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

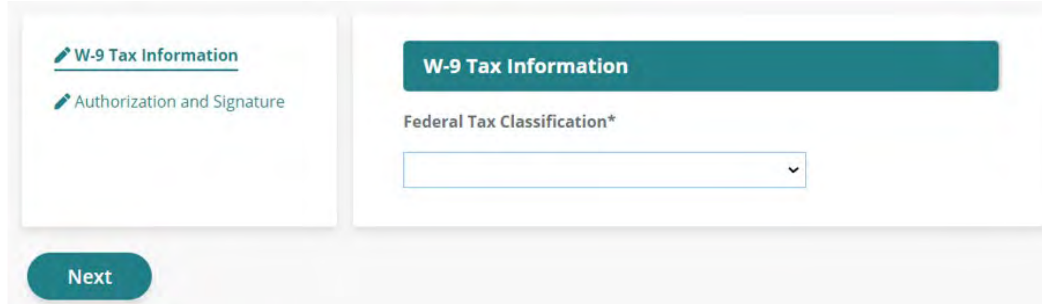
- On the MyAccount dashboard select **My Enrollment**.



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

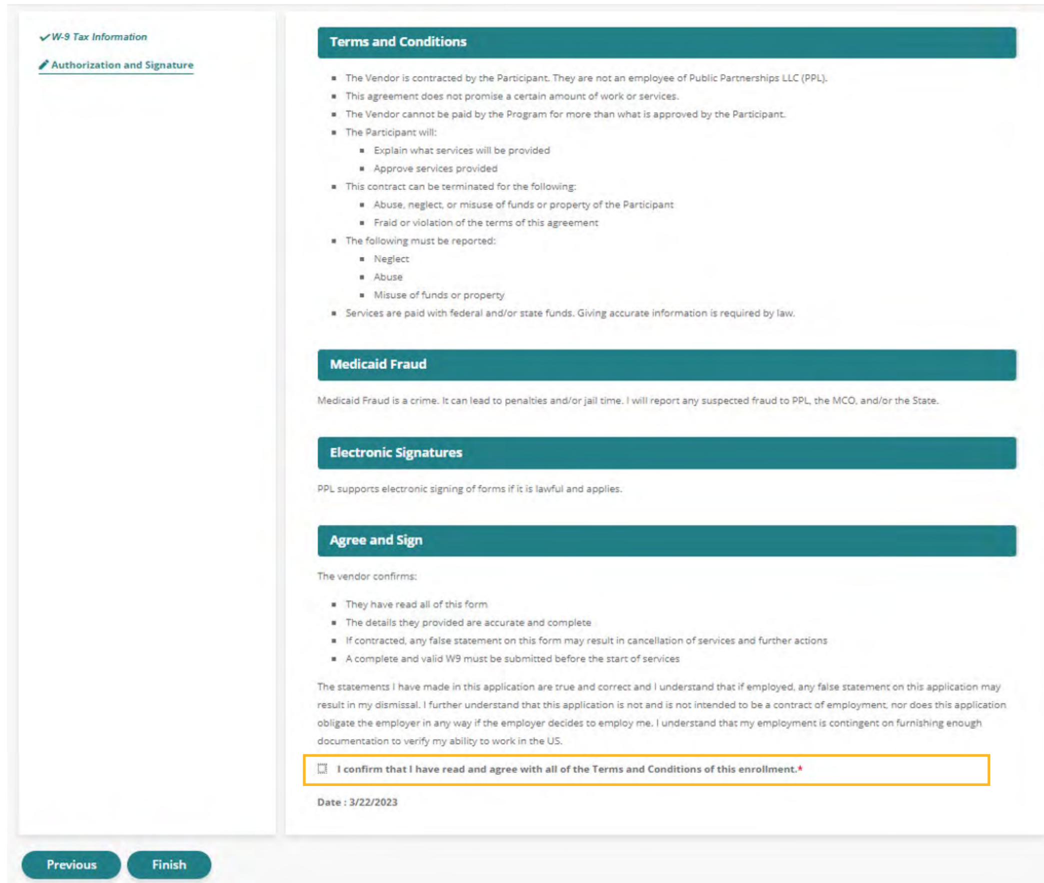


- Select which **Federal Tax Classification** you use to do business, such as sole proprietor or corporation.



- 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.



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.