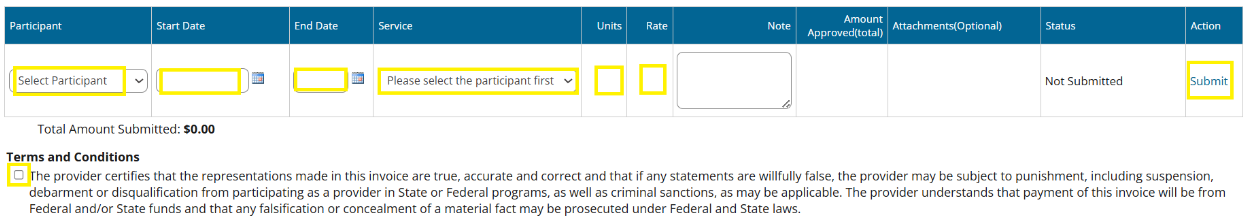
YOUR LIFE
YOUR CARE
YOUR PEOPLE

How to Enter an Electronic Invoice with PPL

1. Log into PPL's portal by going to fms.pplfirst.com
2. Enter your agency's username and password
3. Select the Create Invoice link
4. Review the instructions
5. Enter in the data fields: participant name, service start date, service end date, service, units, rate, notes (optional), attachment (optional)
6. Once complete, select the checkbox for the terms and conditions, then click submit



Participant	Start Date	End Date	Service	Units	Rate	Note	Amount Approved(total)	Attachments(Optional)	Status	Action
Select Participant			Please select the participant first						Not Submitted	Submit

Total Amount Submitted: **$0.00**

Terms and Conditions

The provider certifies that the representations made in this invoice are true, accurate and correct and that if any statements are willfully false, the provider may be subject to punishment, including suspension, debarment or disqualification from participating as a provider in State or Federal programs, as well as criminal sanctions, as may be applicable. The provider understands that payment of this invoice will be from Federal and/or State funds and that any falsification or concealment of a material fact may be prosecuted under Federal and State laws.

7. The status will change once the required fields are complete and the invoice has been submitted. You will have the option to Add Another Invoice, Edit, or Delete the existing invoice.
8. An error message will appear under status if the invoice does not go through. The following issues may cause an error:
    a. Insufficient funds – follow-up with the MCO
    b. Invoice is too old to be paid – follow-up with the MCO
    c. Missing participant/member name – follow-up with PPL

How to Search for an Electronic Invoice

1. Log into PPL's portal by going to fms.pplfirst.com
2. Enter your agency's username and password
3. Select the Search Invoice link
4. Click search to pull up all invoice history. Or, enter information in any of the data fields to narrow the search. Then click search.
5. Once you have searched, click on Details to see an itemized breakdown of the invoice.

Helpful Hints

- Do not submit invoices electronically and by paper. Choose one or the other, otherwise the PPL will process both and they will error for duplication.
- PPL serves two of the MCOs for the Kansas WORK program: Healthy Blue and United Healthcare. Agencies will have 1 login for the PPL portal, which has a landing page for each MCO.
- Contact PPL if the participant/member's name is not showing up on your invoice screen. PPL can add this information.
- Contact PPL if you do not have access to the PPL portal. Login credentials will be emailed to the agency contact PPL has on file.