



This is an overview of how to transition to PPL through PPL@Home. It can be used as a reference to offer information and guidance to existing consumers. Transitioning by phone or in person is also an option for consumers who do not have a smartphone or computer.

## Getting started in PPL@Home

You will be sent a link, either by email or text message, to begin the transition process. If you have not received a link, contact PPL or the CDPAP facilitator.



### Information you will need to transition:

1. Medicaid Client ID (CIN)
2. Required Documents
3. Contact information regarding any Personal Assistants or Authorized Representatives

## The transition process includes eight steps:

### Step 1: Registration Information (General information about you).

*Required Information:*

1. First Name
2. Last Name
3. Date of Birth
4. CIN (or SSN if a CIN can't be provided)

### Step 2: Contact Details (Your current contact information).

*Required Information:*

1. Email address and/or,
2. Mobile phone number
3. Address

### Step 3: Communication Preferences (How and when you would like to be communicated with).

*Required Information:*

1. What is the preferred method of completing your registration?  
cont.



**Steps 4, 6, and 7** are required to transition to PPL, but you can skip them for today and complete them later if you prefer. You will be able to start your transition with steps 1,2,3, and 5 for now.

## Step 4: Associations

When saved, associated individuals will receive a link to transition to PPL.

## Step 5: Signatures

Adding a signature will allow you to electronically sign any forms or documents. You can do this in two ways:

1. Typing your name and selecting 'Generate By Name'
2. Draw Your Signature

## Step 6: Forms (Documents that you can sign electronically).

If any documents are **incomplete, they will say '0/1'**; when **completed, '1/1'**. The forms will autofill with any information entered prior, including signature.

## Step 7: Required Documents (Used for uploading any necessary documents).

Select the type of document, then upload. Only certain file types will be accepted.

## Step 8: Summary

**Summary** shows all information that has been added, as well as any that is missing. Once submitted, a confirmation window will appear with your Tracking Number and PPL ID. Save these numbers as you will need them when contacting PPL or a CDPAP facilitator.

## What happens next?

You will have access to your dashboard where you can view the status of your information and transition to PPL. If additional information/documents are needed, you will be contacted through your preferred communication method from Step 3.

**For help with this process, you can contact PPL directly at +1 833 247 5346**