This is a high-level overview of how to transition to PPL through PPL@Home. This can be used as a reference to offer information and guidance to existing consumers.

Getting started in PPL@Home

You will be sent a link, either by email or text message, to begin the transition process. The link is sent once the consumer (the person in your care) adds you as an Association in PPL@Home, or if PPL received your contact information based on a current service authorization record.

Information you will need to transition:

1. Social Security Number
2. Required Documents

The transition process includes eight steps:

Step 1: Basic Information **(General information about you).**

Required Information:

1. First Name
2. Last Name
3. Date of Birth
4. Social Security Number
5. Relationship to Consumer

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 **(Preferred communication details).**

Required Information:

1. How will the Personal Assistant register and complete their enrollment with PPL?

⚠️ **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 submit with steps 1,2, 3 and 5 for now.

Step 4: Consumer Associations (Shows consumers that have added you as a Personal Assistant).

There is nothing to complete in this step.

Step 5: Signature

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.

You may only be able to complete a form once your associated consumer completes theirs.

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. If additional information/documents are needed, you will be contacted through your preferred communication method from Step 2.

For assistance in completing this process, you can contact PPL directly at +1 833 247 5346