

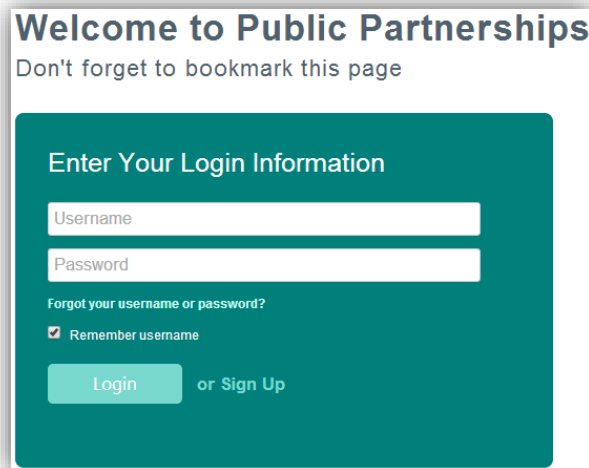
PPL BetterOnline™ Web Portal Registration Instructions

How do I register online? This document will show you how to set up your Username and Password so that you may begin using the PPL BetterOnline™ Web Portal. The process for online registration is the same for both employers and employees.

1. The first thing you should do is type in the web address provided below into your browser: (we recommend saving this as a **favorite**, so that you don't have to keep typing it in).

<https://fms.publicpartnerships.com>

2. A log in screen will appear. You will use this screen to log into the PPL Web Portal after you have registered.



Welcome to Public Partnerships
Don't forget to bookmark this page

Enter Your Login Information

Username

Password

Forgot your username or password?

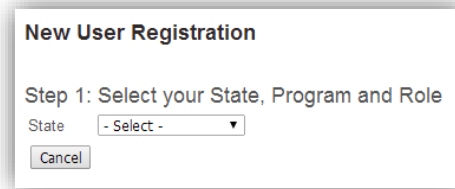
Remember username

Login or Sign Up

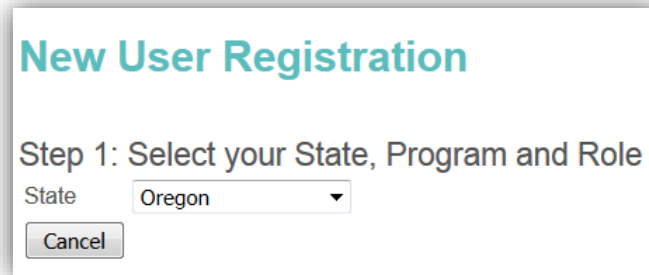
3. Click on the **Sign Up** link to the right of the Login button.



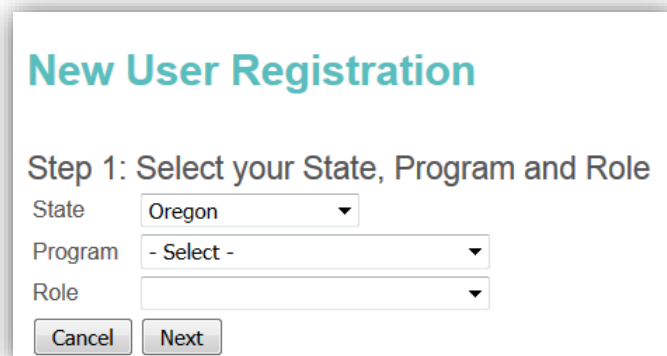
4. This will bring you to the **New User Registration** screen. It will ask you to choose your state.



5. Select **Oregon** from the drop down list.



6. After you select your state, two new data fields will appear: **Program** and **Role**. Select your Program – **OR FMAS**.



7. Next, select your Role.
 - If you are the Employer, select **Individual**.
 - If you are the Employee, select **PSW**.
8. Click the **NEXT** button.
9. You see the **Step 2: Enter Credentials** screen. You are now required to verify who you are by completing the three fields specific to your role:

If you are an **Individual**, you will enter:

- **Individual PRIME number:** This number has been assigned to you by ODDS and is unique to each Individual in the program.
- **Last Name:** This is the Individual's last name.

New User Registration

Step 2: Enter Credentials

Required fields *

Individual Last Name *

Individual PRIME No. *

If you are a **PSW**, you will enter:

- **Last Name:** This is the PSW' last name.
- **PSW SSN (last 4 digits):** This is the last four digits of the PSW's Social Security Number, which we have on file in our system already. This is used for identify verification.
- **D.O.B.:** This is the Provider's Date of Birth, which we have on file in our system already.

New User Registration

Step 2: Enter Credentials

Required fields *

PSW Last Name *

PSW SSN (last 4 digits) *

PSW Date of Birth *

10. Enter your information into the blanks and then click on **NEXT.**

- *If the system is unable to verify your information, then the Individual's or PSW's information may have been incorrectly entered at the time of enrollment. In order to resolve this, call the PPL Customer Service Center so that we may verify the demographic information on file.*

11. You will now be brought to the **Step 3: User Information** page. This is the page in which you will actually register yourself as a user in the system.

The screenshot shows a web form titled "Step3: User Information". It contains several input fields: "First Name" with the value "QA", "Last Name" with "TestPSW01", "User Name", "Email Address" (marked as optional), "Password", and "Confirm Password". There is a large text area for "Notes" and a section for "Security Questions" with three dropdown menus and corresponding text input fields.

12. You will be asked to enter the following information:

- **Username:** PPL suggests that you use the first letter of your first name and your last name.
Example: Chrissy Raftery = CRaftery
NOTE: If the username you select is already in use, you will need to choose a different username.
- **Password:** Your password must be at least **6** characters long and contain *at least 1 numerical character, 1 capitalized character, and 1 lower case character*. Please be aware that your password will be case sensitive.
- **Confirm Password:** Here, you need to retype the password you just created.
- **E-mail Address:** PPL will use this e-mail address to send you information as needed.
PLEASE NOTE: You will receive an e-mail confirmation of your username and password.
- **Security Questions:** You should choose three questions from the drop down menus. Put the answers to these questions in the data fields next to the corresponding questions.
 - If you ever need to change your username or password, these questions provide a layer of security to protect your privacy.

13. If you are happy with all of your information hit the **SUBMIT** button.

Congratulations!
You are now registered and ready to log into the
PPL BetterOnline™ Web Portal!