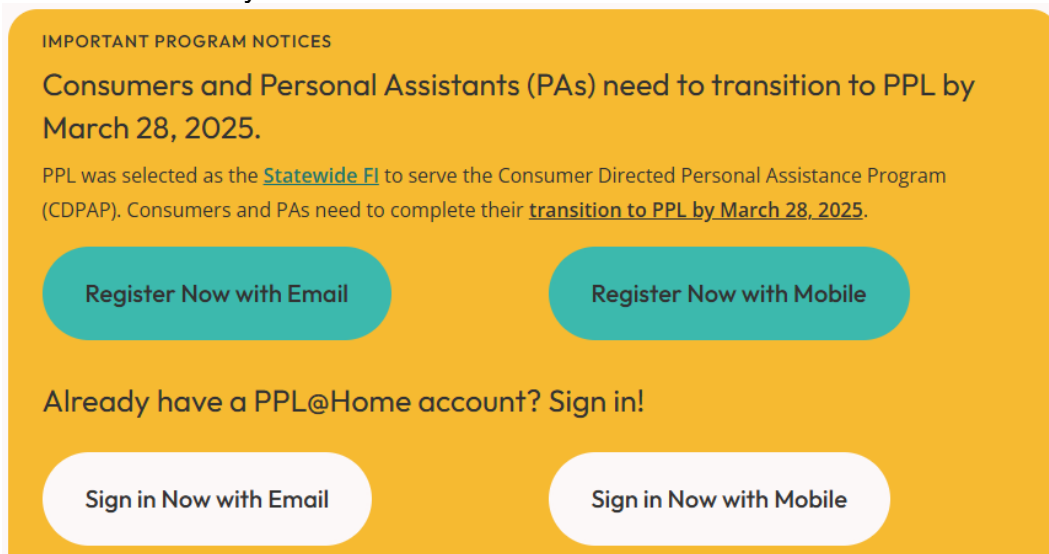


FOR PERSONAL ASSISTANTS

1. Get Access to your PPL@Home Consumer Account

If you have not already logged in to your PPL@Home account, take the following steps:

- 1) Go to the following website:
<https://pplfirst.com/programs/new-york/ny-consumer-directed-personal-assistance-program-cdpap/>
- 2) Scroll down to the yellow section that looks like this:



- 3) Select "Register Now with Email" or "Register Now with Mobile" depending on how you'd prefer to get access to your PPL@Home consumer profile.
- 4) Enter your country and phone number OR your email address (depending on which button you selected), and press the "Send verification code" button to receive a code.
- 5) Enter the code you receive (it may take a few seconds). Then, enter additional details required by PPL, including your name, contact information, and password information if prompted.
- 6) Click the "Continue" button. This will log you in to your PPL@Home account as a CDPAP Personal Assistant.
- 7) Once you're logged in, click "NY CDPAP." This will pull up a form where you can verify and enter any missing contact information, communication preferences, and other details. Follow the steps and prompts provided, making sure you fill out all required fields. After you've proceeded through the steps, click the "Submit" button.
Note: At this point, it's helpful to complete as much as you can, including completing your forms. While you can proceed by filling in only required fields and completing the other information later, this will save you time in the future!

Congratulations – you’ve now gained access to your PPL@Home PA account! Your PPL@Home account is your “home base” for your work as a CDPAP PA with PPL. This account is where you will sign your required transition paperwork, complete your contact information if needed, access required training materials, and upload your required identification.

2. Complete Your Required PA Paperwork and ID Upload

All Personal Assistants (PAs) must complete and submit a set of registration forms, including a PA Agreement, tax forms, payment forms, and wage notice. Here is a quick breakdown of the forms you must complete:

DOCUMENT		DESCRIPTION & IMPORTANT NOTES
1.	PA Agreement Form	Outlines the terms and conditions of employment. Must be signed to confirm your role under your consumer and PPL.
2.	IRS Form W-4	Used to determine federal tax withholding from your paycheck. Complete and sign using your full legal name. <i>Refer to IRS guidelines for additional information.</i>
3.	NYS Withholding Certificate IT-2014	Determines New York State income tax withholding. <i>Refer to IRS guidelines for additional information.</i>
4.	Payment Method Form	Allows you to select your preferred payment method.
5.	Attestation of Health Assessment	Confirms that you have met health screening requirements in compliance with state regulations and have a valid Health Assessment on record.
6.	USCIS Form I-9	Used to verify your identity and authorization to work in the United States. <ul style="list-style-type: none"> • Complete Section 1 only, leaving Section 2 blank (PPL will complete this section as your new joint employer). • Use your full legal name (no nicknames), including middle initial. If you do not have a middle initial, write “N/A” within this field. If you have two (2) last names (hyphenated or separate), both must be included. • List your current physical home address (not a P.O. Box). Include apartment/unit numbers if applicable. • You must include a photo/scan of your required ID. See guidelines included within the I-9 form for more information.
7.	Wage Notice Form (Offer Letter)	Outlines your wage rate, pay frequency, and job details. <ul style="list-style-type: none"> • If you work for multiple consumers, you will receive a separate Wage Notice for each one. All notices must be signed and returned.

If you did not already sign your paperwork through the initial registration steps when getting access to your PPL@Home account, you can sign it now or check that it’s completed by following these steps:

- 1) First, you will need to add an electronic signature to your PPL@Home DR profile, which you can use to sign forms electronically within the system. If you did not already add your electronic signature into the system during your initial registration steps to gain access to your DR profile, find and click on the “Signature” tab. Sign your signature using your mouse or finger depending on your device, and then click “Save” to save this signature to your profile.
- 2) Next, find and click on the “Forms” tab on the top of your PPL@Home profile dashboard.

Note: if you are on a phone or mobile device, you may need to click on an “Expand Menu” button with three horizontal lines to view all of your tab options.

- 3) Find the bar labeled “Self/Personal Assistant.” Click on this bar to open a drop-down that shows six hiring forms you will need to complete and sign.
- 4) For each form, click “Edit” to open the document in a new window.
- 5) The consumer’s name and PPL ID will be prepopulated in the form. If you are the DR and filling out the MOU on your consumer’s behalf, enter your own legal name and PPL ID (if known at this point) into the provided blanks on the top of page one.
- 6) Review the form, scrolling down to the last page. Once you are ready to sign the form, click the check box under the words “Consumer Agreement.”
- 7) After completing each form, scroll back up to the top of the form and click the button on the top right of the window labeled “Save Form.” Once each document has been saved, click the “X” button to exit the form pop-up.
- 8) **After each of the six hiring forms has been completed, you will need to sign your wage notice, also referred to as your PPL offer letter.** To do this, click the “Consumer Associations” bar under the “Forms” section of your profile’s “Forms” tab. Click on the “View” button on the far right of the screen, and then click “Edit” to open your wage notice. Complete and sign this form electronically, and then scroll to the top to click “Save.” Once you have signed your wage notice, “X” out of the form.
- 9) Complete step 8 for any other consumers you currently work for. You will need to sign a separate wage notice for each consumer for which you are currently employed.
- 10) **Finally, you will need to upload your required ID to support your I-9.** To do this, find and click on the “Required Documents” tab of your profile. This tab contains an “Upload” button you can use to add a photo or scan of your required ID. For additional guidelines on what types of ID are acceptable, please refer to the information included within your I-9 form.

Once you have completed and signed your hiring forms and wage notices and uploaded your required ID, congratulations – your registration is now complete! All that is left to do is ensure that your consumer completes their required registration paperwork as well so that they can continue to receive CDPAP services after April 1. For more information about what consumers need to do to complete their registration as well, please refer to the following video walk-through and share it with your consumer(s) as needed: <https://youtu.be/UC78GGhJBiy>

FOR PAs: Helpful Tips When Completing Registration Paperwork

- **Consistent Name Usage:** Document names must match official IDs and payroll records. Use your full legal name, avoiding nicknames.
- **Check Accuracy of Banking Information:** Double-check routing and account numbers.
- **Check Forms Carefully:** Review your completed forms to ensure all required fields have been filled and all signatures are in place.
- **Ensure Provided ID(s) are Not Expired:** Make sure that the ID(s) you upload to your PPL@Home profile to support your I-9 are valid and not expired.

REGISTRATION HELP

Additional Resources

For additional information about the CDPAP transition to PPL, below are a few helpful resources:

- Visit [CDChoices' transition page](#) on our website for FAQs and contact information.
- Visit [PPL's dedicated NY CDPAP page](#) on their website for more info, program documents, and additional guidance.
- Check out the following videos:
 - Consumer Registration Process Walkthrough (Desktop Device):
<https://youtu.be/UC78GGhJBiY>
 - Consumer Registration Process Walkthrough (Mobile Device):
<https://youtu.be/8mrBBgPmrok>
 - PA Registration Process:
<https://youtu.be/5jLIRHAVOZE>