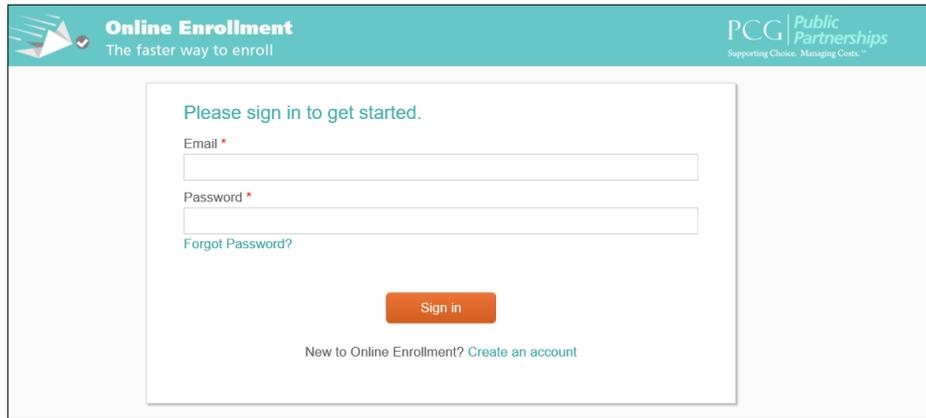


## Online Enrollment Hiring an Attendant as a New Consumer

1. Go to [www.pplenroll.com](http://www.pplenroll.com) and sign in or click 'create an account' if you do not already have a username and password.



The screenshot shows the 'Online Enrollment' sign-in page. The header includes the PCG Public Partnerships logo and the tagline 'Supporting Choice. Managing Costs.™'. Below the header, there is a teal banner with the text 'Online Enrollment The faster way to enroll'. The main content area is a white box with a light blue border. Inside, it says 'Please sign in to get started.' followed by two input fields for 'Email \*' and 'Password \*'. Below the password field is a link for 'Forgot Password?'. At the bottom of the box is an orange 'Sign in' button and a link for 'New to Online Enrollment? Create an account'.

2. Once logged in, the employer will have two tabs – 'employee enrollment' and 'your enrollment.'
3. On the 'employee enrollment' tab, click on the 'Start Hire' option on the right under 'I want to hire a care attendant.'
4. Enter attendant's demographic information (name, SS#, DOB, and email address). Click 'Submit.'
5. Once done, the prospective attendant will receive an email. In the email, they click the 'Enroll Now' button to set up an account by clicking on the 'create an account' on the online enrollment home page at [www.pplenroll.com](http://www.pplenroll.com).
6. Once the account is set up, the prospective attendant will sign in to online enrollment at [www.pplenroll.com](http://www.pplenroll.com) and click the 'Get Started' button.
7. The attendant will be guided through screen by screen with easy to understand instructions and highlighted fields for easy entry.
8. Once the attendant has completed, electronically signed their online application and downloaded and printed their CBC form (and DSS form, if applicable), they will receive a pop-up confirming that their application has been sent to their employer to review and co-sign.
  - **Please note:** If the attendant does not have access to a printer at the time they are completing their online application, they can sign in to their online enrollment account at any time to print the CBC form (and DSS form, if applicable).
9. At this point, both the attendant and employer will receive an email letting them know the employer will need to review and co-sign the attendant application before it can be sent to Public Partnerships for processing.
10. When the employer receives the email, they will log back into online enrollment at [www.pplenroll.com](http://www.pplenroll.com) and click on the 'employee enrollment' tab.
11. The paperwork that the employee just submitted will show up under the 'new applications' section where they will be able to click 'Review & Sign.'
12. They employer will be guided through screen by screen to complete, electronically sign and submit the attendant's application to Public Partnerships for processing.
13. Once the employer has submitted the attendant's application, both the employer and the attendant will receive a confirmation email letting them know that the application has been sent to Public Partnerships.
  - **Please note:** The required attendant's CBC form (and DSS form, if applicable) will need to be completed, notarized, and sent back to Public Partnerships for processing before the attendant can begin working.
14. Once Public Partnerships processes the attendant's application and receives the completed CBC form (and DSS form, if applicable) both the employer and attendant will receive a confirmation email to notify them that they are Good to Go and begin providing services to the consumer.