

Logging in to your account

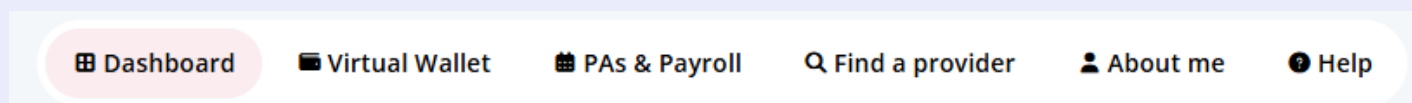
Go to www.peopleplaceslives.co.uk and click on “Login to PPL Portal.” PPL Portal lets you access your Virtual Wallet and other important information.

Enter your email address and password when prompted.

Navigation

The menu provides access to key parts of the site. This will look different if you are accessing the portal from your PC or from your mobile phone.

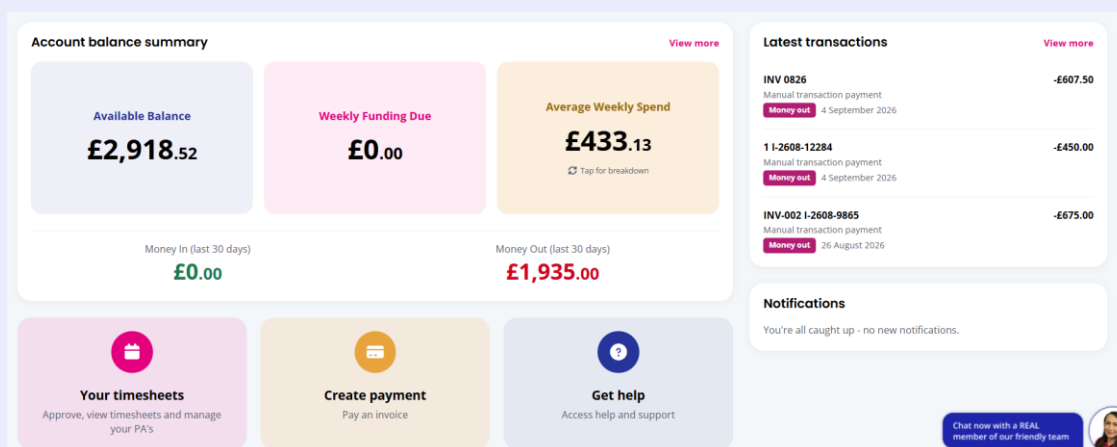
The menu gives you access to the following key areas:



Dashboard - The Dashboard is a summary of your PPL Portal account and activity. It includes:

- Account balance summary – Available balance, weekly funding and average weekly spend
- Latest transactions – the last three transactions on your Virtual Wallet
- Notifications – messages to update you or prompt you

There are also some Quick links buttons to signpost you to popular pages in the portal.



Virtual Wallet – In this part of the Portal, you will find all the pages relating to balances and payments. This includes your Statement, which includes every transaction in and out of your Virtual Wallet.

Find out more:

Go to the website <https://support.peopleplaceslives.co.uk> for videos and further information about PPL Portal.

If you can't find what you need, use live chat to contact us directly. There is a link at the bottom of every page on the website.

PAs & Payroll – This includes access to the Timesheets area, where you will review and approve the timesheets for all your PAs. In the coming months, this will also include access to your pay slips from PPL Payroll.

Find a provider – The Portal includes access to a PA Finder and Provider Marketplace, to help you to find a PA or Provider to meet your care needs, if you don't already have one.

About me – In this area we keep the details we gathered about you in the enrolment process. This allows you to review your agreements and signatures and view your Personal Plan (if this has been set up for you).

A focus on Timesheets

Who should use timesheets in the PPL Portal?

The timesheets in the PPL Portal make it very simple for your personal assistant(s), to submit their weekly hours for your approval, and provides an audit trail of the services they provide you. This is most useful in these situations:

- If you use PPL Payroll as your payroll provider
- When you are acting as your own payroll provider
- When your PA is self-employed

NOTE: If you use a payroll provider other than PPL Payroll, then you should follow their instructions for submitting timesheets. They will send the PPL finance team details of payments to make for each pay slip.

Review and approving timesheets

1. To review timesheets click on PAs & Payroll and select the Timesheets page.
2. Select the timesheet you are interested in and view the information that your PA has submitted.
3. If you are happy that the timesheet is accurate, click the "Approve" button. If you notice a mistake in the hours that are being claimed, click "Reject". A box will then appear into which you should enter the reason for rejecting the timesheet. Your PA will be notified that the timesheet has been rejected so that they can change and re-submit it

To ensure that there is no delay in paying the PA's wages, you have 1 day to approve or reject a timesheet. If you don't approve/reject within the time limit, the timesheet will be automatically approved.

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