Wisconsin Department of Health Services

Division of Care and Treatment Services

PPS PORTAL
Login Request Guide for
Wisconsin DHS Employees

1. Access the ForwardHealth portal at http://www.forwardhealth.wi.gov/

The public portal home page will be displayed as below. If you have an existing ForwardHealth portal account, do NOT log in using this account. You will be creating a new account for the purpose of accessing PPS MH/AODA Reports.

2. Click **Partners**.

The public Partner home page will be displayed (you may need to scroll down to see it).

3. Click on **Request Secure Partner Site**

You may need to scroll down slightly to see the link:

4. Select your **Request Type**

Select the radio button indicating **New user requesting Partner Portal Access**, then click **Next**.

5. Complete the **Portal Access Request Information** form

   Take note of the username requirements at the top of the form, and make sure to accept the User Security Agreement in the lower left corner.

   Write down and save your selected username, as this is what you will use to access the ForwardHealth portal in the future.

   In the **Role** drop-down, select **PPS MH & AODA Reports**.

   Click **Next**.

6. Complete the **Portal Access Additional Information** form

   In the **Certifying Agency/Site Code** field, select **State User**.
   The **Financial Payer Information** fields will be greyed out. You do not need to check any of these boxes.

   Click **Next**.

7. Fill out the **Portal Access Universe** form.

The **Universe** drop-down should have only one option: **All Counties/Tribes**. Select this one.

In the checklist below, also select All Counties/Tribes. It should be the only available option.

Universe Requested	Status

Select row above to update -or- click Add button below.

Universe* [All Counties/Tribes ▾]

Please select one or more of the Universe Control Items below*

☑ All Counties/Tribes

[Save] [Cancel]

[Previous] [Next]   [Exit] [Clear]

Click **Save** and then click **Next**.

8. Fill out the **Portal Access Secret Questions** form

Note that the **Security Answers** are case sensitive and you must have distinct answers for each **Security Question**.

Take note of your chosen password. This is the password that you will use to access the ForwardHealth portal in the future. Passwords must contain an uppercase letter and a number or symbol.

Portal Access Secret Questions

Required fields are indicated with an asterisk (*).

- Security Answers are case sensitive

Secret Questions

Password*   [   ]
Confirm Password*   [   ]
First Security Question*   [▾]
First Answer*   [   ]
Second Security Question* [▾]
Second Answer*   [   ]
Third Security Question*   [▾]
Third Answer*   [   ]
Fourth Security Question* [▾]
Fourth Answer*   [   ]

[Previous]   [Submit] [Exit] [Clear]

Click **Submit**.

9. The following message will appear at the top of the screen, letting you know that your request was submitted successfully:

The following messages were generated:
Save was successful. Once your request is processed, you will receive an email. If the request is approved, log in with your username and password.

Where to Get Help

For questions related to your ForwardHealth logins or any errors that you are experiencing, please contact the ForwardHealth portal Help Desk:

Email: vedswiedi@wisconsin.gov
Phone: 1-866-908-1363