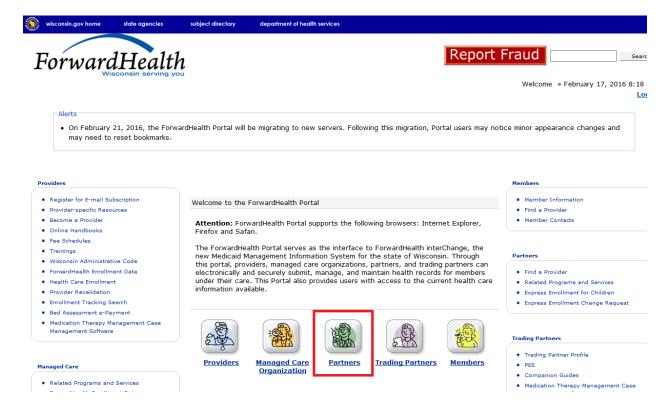# Wisconsin Department of Health Services

Division of Care and Treatment Services

PPS PORTAL
Login Request Guide for Access Administrators

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 and approving access for other users in your county.

2. Click **Partners**.

   The public Partner home page will be displayed.

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 and Partner Portal Administrative Access**, then click **Next**.

5. Complete the **Portal Access Request Information** form.
Take note of the Username and Password requirements at the top of the form, and make sure to accept the User Security Agreement in the lower left corner.

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 the county for which you will be an admin.
The **Financial Payer Information** fields will be greyed out. You do not need to check any of these boxes.

Click **Next**.

7. Complete the **Portal Access Admin** form**.**

In the **Role** drop-down, select **PPS MH & AODA Reports**.
In the **Organization** drop-down, select the county for which you will be an Access Administrator.
Click **Add**.
If there are multiple counties for which you will be an Access Administrator, you can continue entering them.
Once you have finished, click **Next**.

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

The **Universe** drop-down should have only one option: **PPS MH & AODA Reports**. Select this one.
In the checklist below, select the county(ies) whose reports you need access to. You should only check the counties whose data you have access to in PPS; typically, this will only be the county where you are employed, but could include more if your county is part of a region that delivers behavioral health services.

Click **Next**.

9. 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**.

Click **Submit**.

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

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