PPS PORTAL
Login Request Guide for Access Administrators
1. Access the ForwardHealth Portal at [http://www.forwardhealth.wi.gov/](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**.

   ![Portal Access Request Information form](image)

   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.

   ![Portal Access Additional Information form](image)

   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:

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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.
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**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: vedswiedl@wisconsin.gov
Phone: 1-866-908-1363