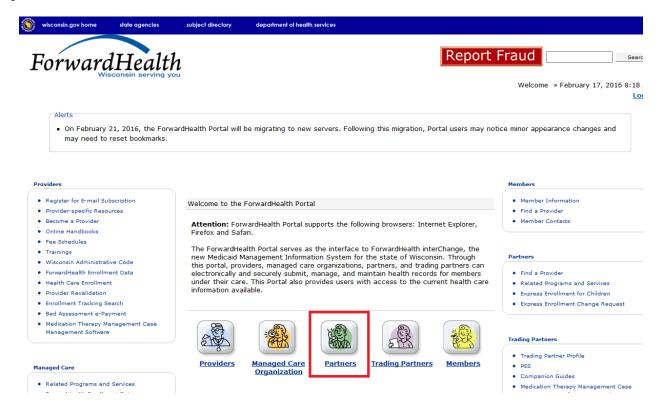


Division of Care and Treatment Services

PPS PORTAL Login Request Guide

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.

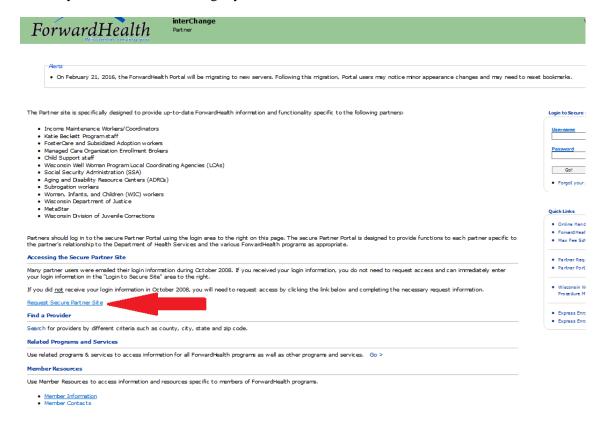


2. Click Partners

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

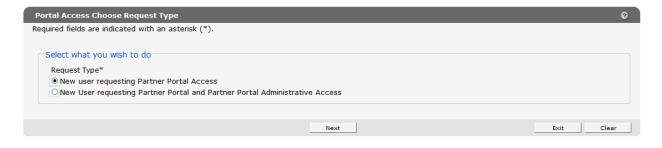
3. Click on Request Secure Partner Site

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.

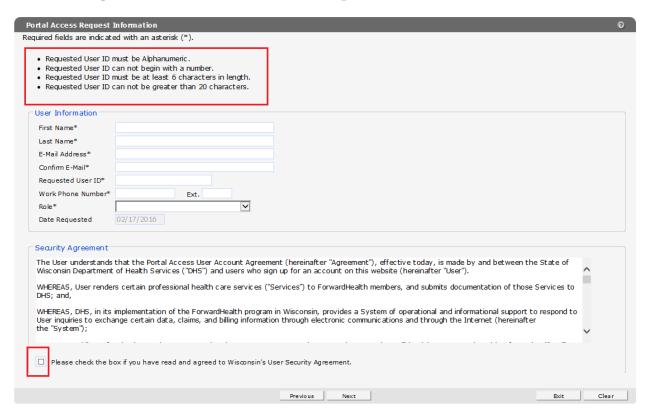


5. Complete the **Portal Access Request Information** form.

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 the county for which you will be a user.

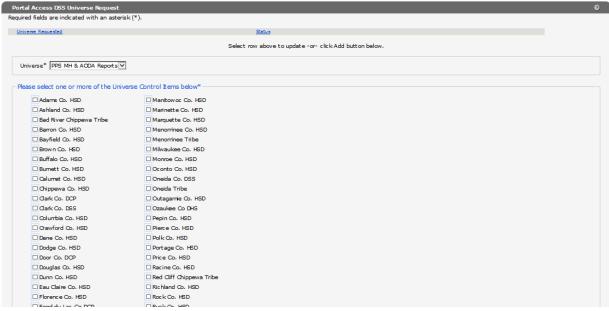
The **Financial Payer Information** fields will be greyed out. You do not need to check any of these boxes.

Portal Access Additional Information	9
Required fields are indicated with an asterisk (*).	
Certifying Agency/Site Code*	
Financial Payer Information	
☐ BadgerCare Plus/Medicaid	
□ WCDP	
□ wwwp	
□ ADAP	
Previous Next	Exit Clear

Click Next.

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

The **Universe** drop-down should have only one option: **PPS MH & AODA Reports**. Select this one. In the checklist below, select all of the counties 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 in which you work, but could include more if your county is part of a region that delivers behavioral health services.

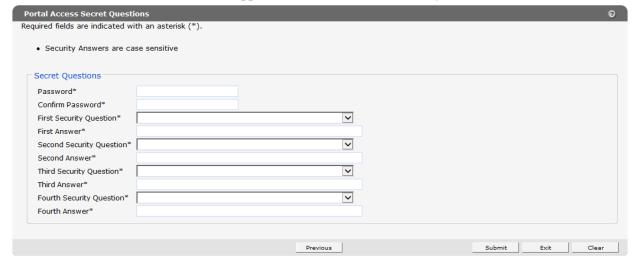


Click Next.

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.



Click Submit.

9. 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