



Application process begins here:

In-Home Employer hires Personal Support Workers

Personal Support Workers are hired by In-Home Employers

Before PSW applicants start at Phase I, The In-Home Employer (also called 'Employer on Record') must first complete their application process

Yes Employer has "current" status with PPL

No current EOR on file with PPL

Applying Employer,  
 1. Please notify your Services Coordinator you intend to apply, and request paperwork via PSW.Info@Deschutes.org  
 2. Complete the Employer paperwork process with PPL (4-6 weeks). Once complete, instruct applying PSW to proceed to Phase I.

**Phase I -**  
 PSW, email PSW.Info@Deschutes.org a request to initiate your application.

**Phase II -**  
 Receive & return e-forms.  
 Background check forms are exchanged via email with SignNOW Application technology.

**Form completion for PSW Criminal History Checks:**  
 For the background check PSW applicants will need an email address to complete an authorization and disclosure survey

**Phase III -**  
 Receive & return third-party entity e-forms.  
 Third party payroll provider, PPL, will email you payroll forms. Forms are completed using SignNOW Application technology.  
 PPL form instructions are below, click the boxes to access:

Employer EIN paperwork instructions.

PSW payroll paperwork instructions.

**Phase IV -**  
 monitor your application status with third-party entities.  
 1. PPL and ODDS will email you all important updates.  
 2. Step-by-step details of the application process are below:

EOR, verify you completed the following tasks:

PPL assigned you an Employee Identification Number (EIN).

PSW, verify you completed the following tasks:

PPL processed your payroll paperwork.

You completed and passed the required PSW Orientation online courses.

State 'Approved' PSW DD 803 Credentials. State 'approved' your CHC and State Provider Enrollment Unit secure emailed you your unique SPD Provider ID.

You attained eXPRS EVV user name and successfully logged into eXPRS desktop billing web page.

**Application Process Complete:**  
 PSW.Info@Deschutes.org emails Employer, PSW, and Services Coordinator "Approval to Work" notice. Per the approved work date, PSW can start billing. Click boxes below to access the instructions:

PSW, how to bill in eXPRS EVV, guides

PSW, access our web page for time sheet submission portal