PN-PBE Helpful Tips – Part 2

Further to the PN-PBE rollout, the project team would like to share with you the next set of Helpful Tips in order to enhance end user knowledge when participating in the PN-PBE process.

1. **Update your contact information**
   If you need to update your Service Provider contact information to access the PN-PBE system, please send an email to your Liaison Analyst with name and email address of the person that you would like to add. The name and email that you provide will then be added to the existing list of people that can receive the Landing Page Link for your organization. The Liaison Analyst can only select one person from that list when sending Draft Program Budgets from our system, so only one person will receive the automated Landing Page link in order to access the PN-PBE system. You can also provide a general mailbox that is not associated with a specific person if multiple users in your agency need to see or use the Program Budgets in the Landing Page.
   - Conversely, if you are requesting to remove an existing contact name, that person will no longer be able to be chosen by the Analyst to receive an email with the link to the Landing page.
   - For privacy and security, remember not to share the Landing Page link outside of your organization.

2. **Reporting Vendor Central Rates (VCR)**
   Service Providers will receive an email annually from CLBC (FGTMigration@gov.bc.ca) requesting them to submit their VCR. This process usually begins at the start of every calendar year. Service Provider VCR will remain the same if they do not respond to the e-mail by the deadline.

3. **Landing Page Access and Export**
   When a budget is created or revised, the PN-PBE system will automatically generate a Landing Page link and send it to one of the approved Service Provider contacts. Service Providers can use this link to view their Draft Program Budgets. Please note that this is the only way for Service Providers to access PN-PBE. There is no login page. The email with the Landing Page link can be forwarded and the link will remain "live". This **link will remain "live' for 90 days from its creation**.
   Since the budget can be exported for up to 90 days from the Landing page from the contract Pay Authorization date, it is recommended to download the budget, for your records, once it is "approved" as this is the amount that will be included in the contract.