



Dear Participants & Authorized Representatives:

We're excited to share an update that will make reviewing and approving invoices in your Self-Determination Program (SDP) easier and more transparent.

FMS Pay LLC has partnered with SDP Spark — a secure online platform designed specifically for California's Self-Determination Program. Going forward, invoices from your service providers will be sent to you through SDP Spark so that you can review and approve them before they are processed.

Using SDP Spark does not change your services, your spending plan, or your relationship with FMS Pay LLC. It simply makes reviewing and approving invoices faster and easier.

Approving invoices through SDP Spark usually takes about 60 seconds and involves just three steps.

1

Receive an email notification

When a service provider creates an invoice, you will receive an email letting you know it is ready for your review.

2

Click the link and log in

Open the email and click the link to access your secure SDP Spark account.

First time? *You will be prompted to create a password and set up your account before viewing your first invoice. This one-time step only takes a moment — future logins will be quick and seamless.*

3

Review and approve the invoice

Once logged in, review the invoice details and click Approve if everything looks correct. If something needs correction, click Reject and the invoice is automatically sent back to the service provider. After approval, it is submitted to FMS Pay LLC for processing.

No printing. No scanning. No emailing documents back and forth.

Most participants complete approvals in under a minute.



To help you get started, please watch this short video showing how to log in and approve invoices.

🔗 **Watch the quick walkthrough:** <https://www.loom.com/share/699df17397fe41f9969f40fba3dff375>

Our goal is to make the approval process simple, clear, and transparent — so you can spend less time on paperwork and more time focusing on the services that matter most.

If you have any questions or would like help getting started, we're always happy to assist.

Warm regards,

FMS Pay LLC

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in partnership with SDP Spark