

ACES\$ Online™: How to register for an account and log in



Contents

How to register for an account	2
How to log in.....	7



202 E. 18th Street
Cheyenne, WY 82001



1-844-500-3815



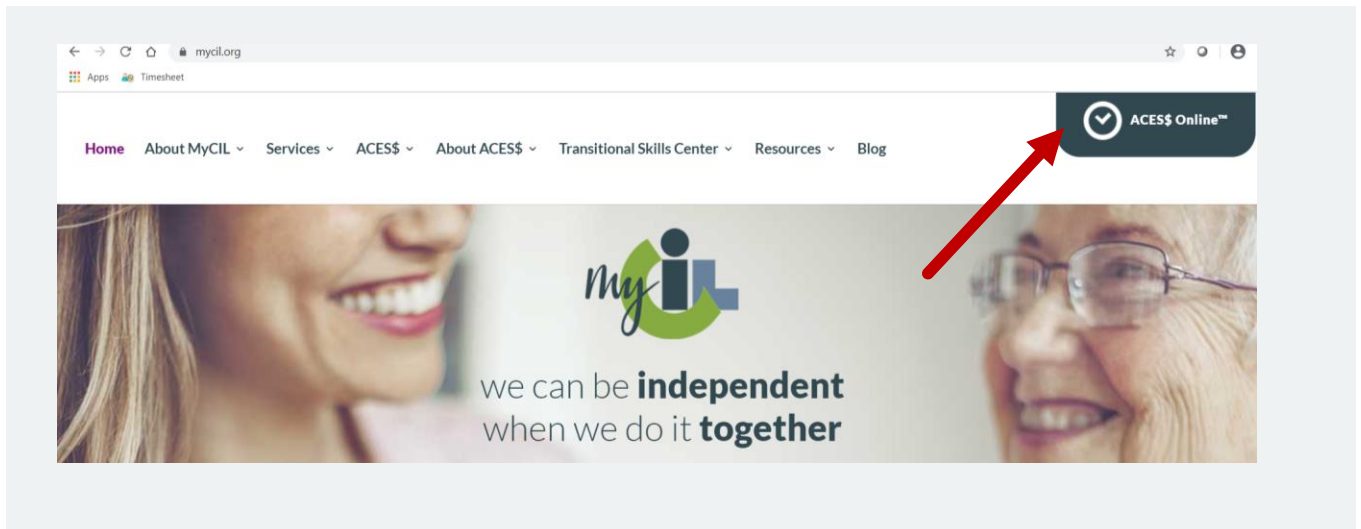
SupportWY@mycil.org

ACES\$ Online™: How to register for an account and log in

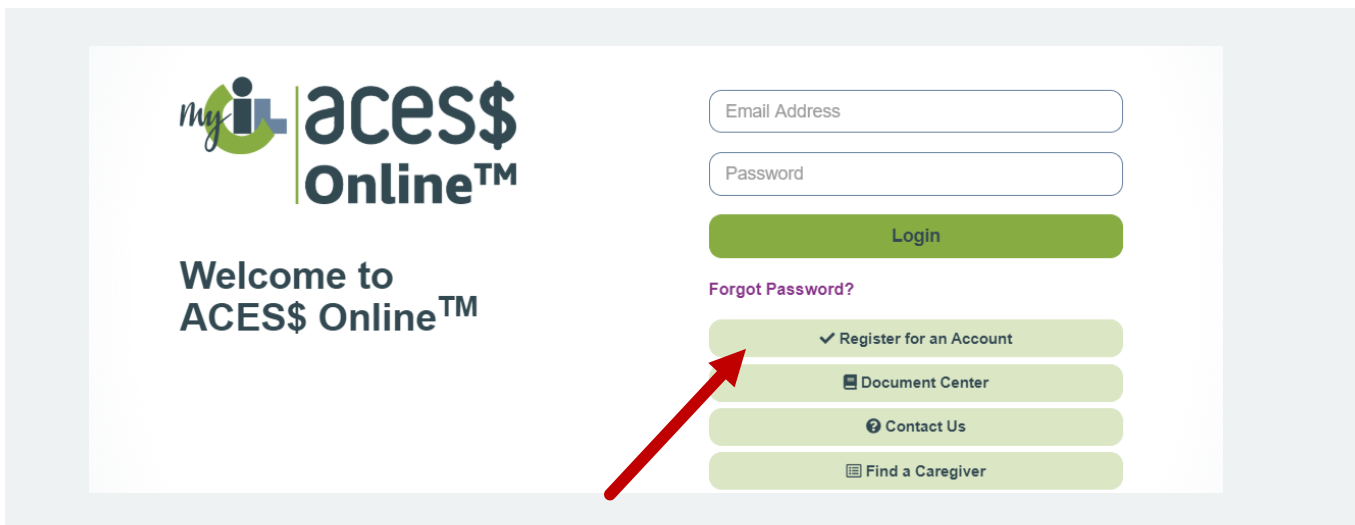
How to register for an account

Step 1. Go to ACES\$ Online: www.mycil.org

Step 2. Click the timesheet icon on top right corner of the page.

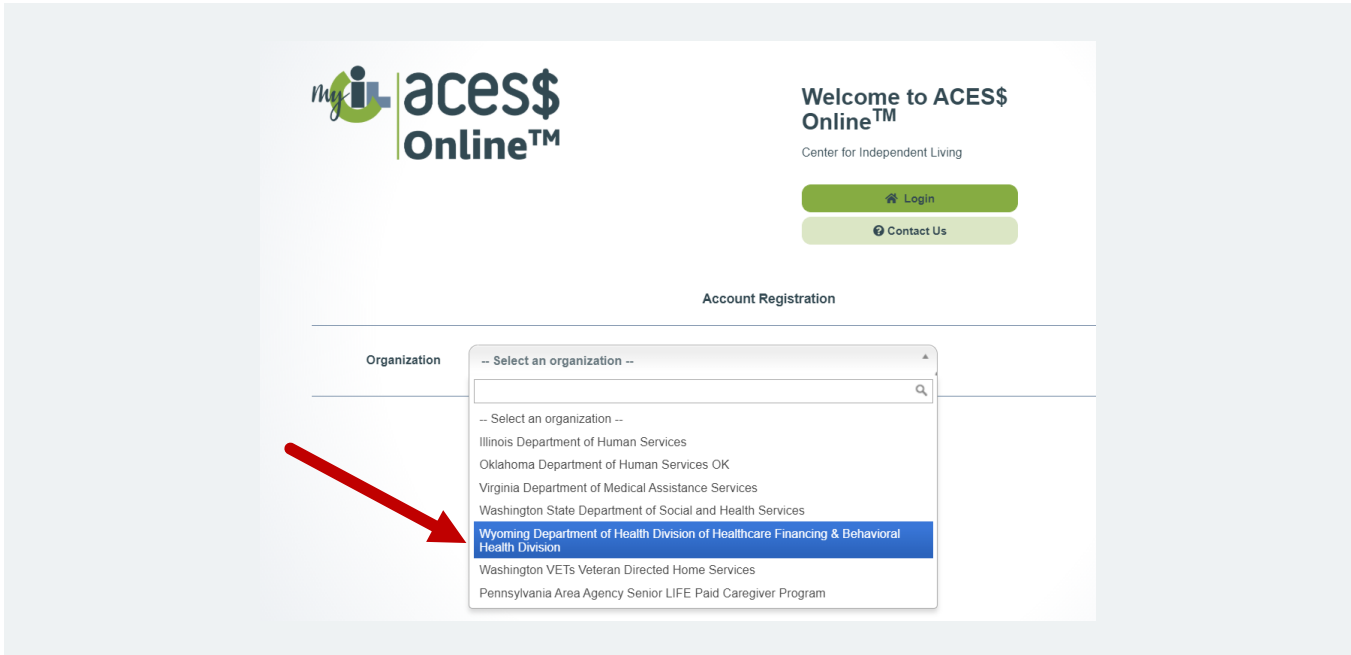


Step 3. Click “Register for an Account”.

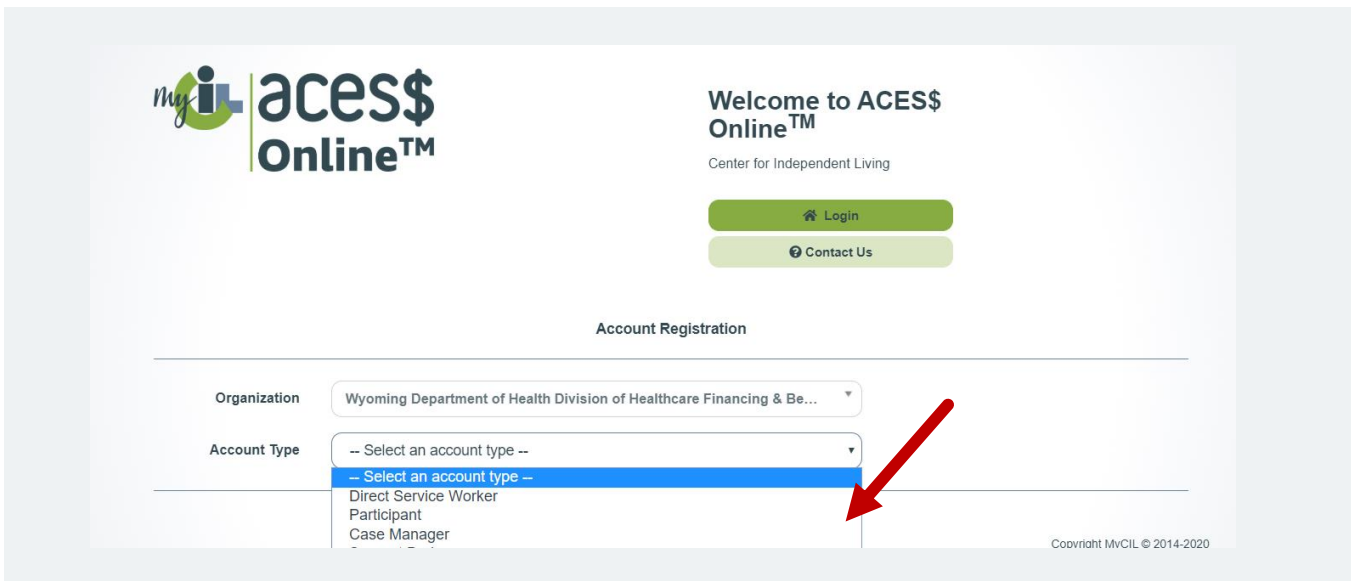


Step 4. Select Organization from drop down menu.

- Choose Wyoming Department of Health Division of Healthcare Financing & Behavioral Health Division from the Organization dropdown menu.



Step 5. Choose your Account Type from the *Account Type* dropdown menu.



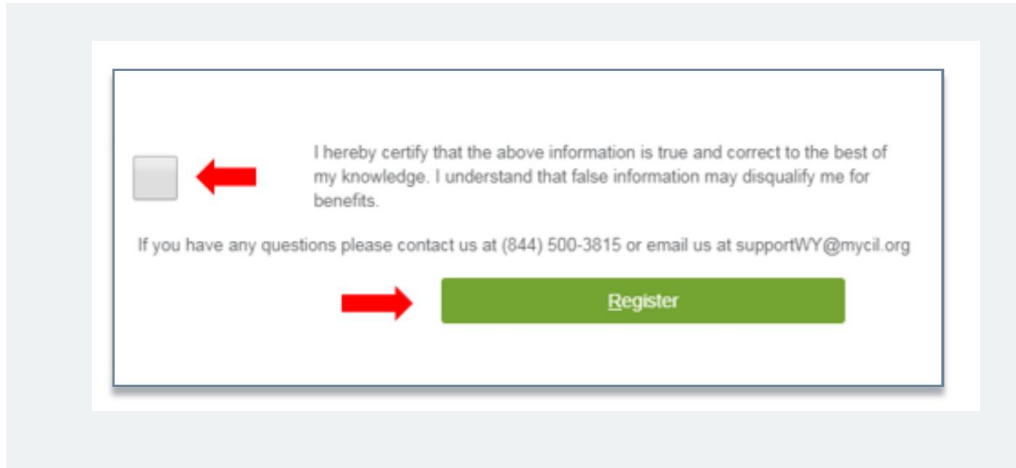
Step 6. Complete each section of the registration form.

- Security questions are NOT case sensitive.
- *Please note:* The email you use for the registration form:
 - Will be your login email for ACES\$ Online™.
 - Will be the email address ACES\$ Online™ sends your verification email to set your password.
 - Cannot be the same as any other user.

The screenshot shows the ACES\$ Online™ registration interface. At the top left is the logo "my i- access\$ Online™". To the right, it says "Welcome to ACES\$ Online™" and "Center for Independent Living". Below this are two buttons: "Login" and "Contact Us". The main section is titled "Account Registration" and contains several form fields:

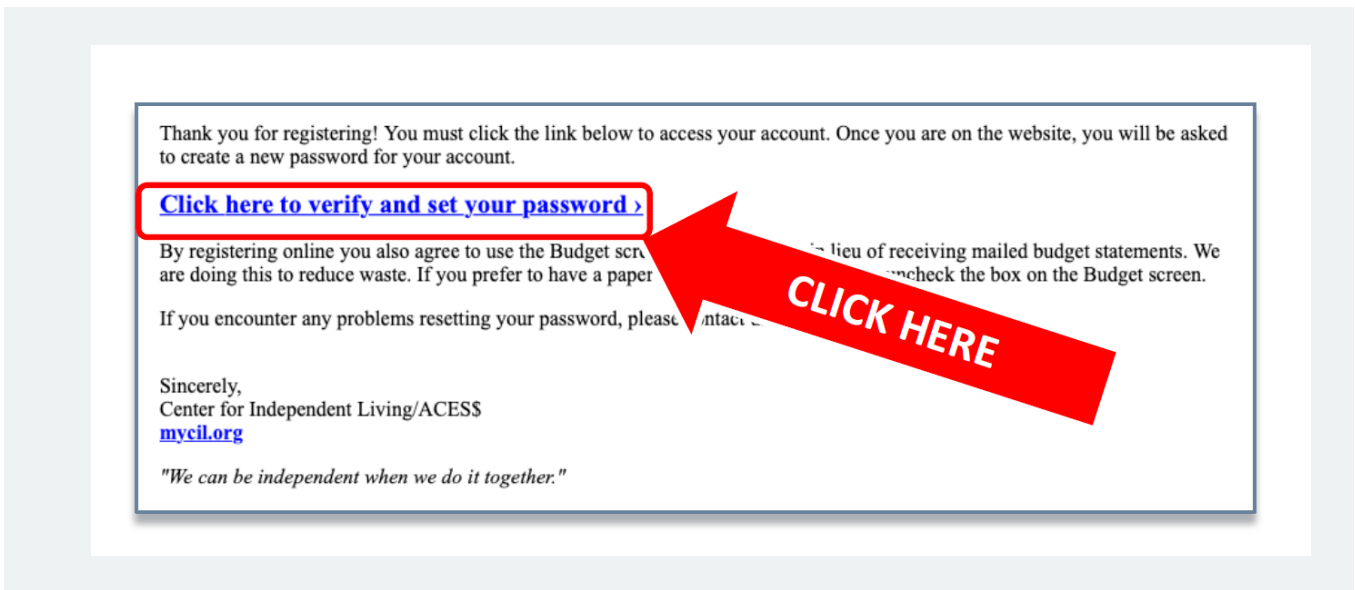
- Organization:** A dropdown menu with the selected value "Wyoming Department of Health Division of Healthcare Financing & Be...".
- Account Type:** A dropdown menu with the selected value "Participant".
- Participant First Name:** An empty text input field.
- Participant Last Name:** An empty text input field.
- Email:** An empty text input field.
- Confirm Email:** An empty text input field.

Step 7. Check the certify box and click “Register”.



Step. 8 ACES\$ Online™ will send you an email to set your password.

- Open the email and click on the “Click here to verify and set your password” link.
- Please note: The verification link is only valid for 24 hours.



Step 9. Enter your email address and password, then enter your password again to set your password for ACES\$ Online™. Click “Reset Password”.

Your password must:

- Be at least eight (8) characters long
- Have at least one (1) upper-case letter
- Have one (1) number
- Have one (1) special character

Reset Password

my **aces\$**
Online™

Welcome to ACES\$
Online™

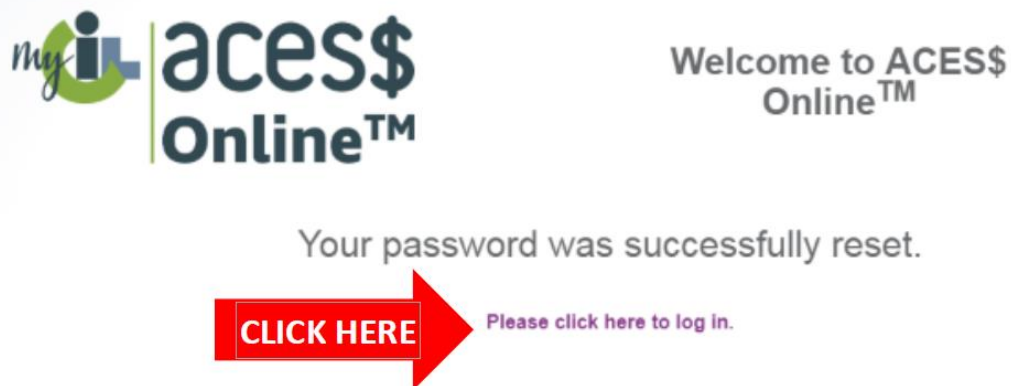
Email

Password

Confirm password

CLICK HERE

Step 10. You will see a confirmation message. Click the “Please click here to log in” link.



ACES\$ Online™: How to log in

How to log in

Step 1. Go to ACES\$ Online™: login.mycil.org

Step 2. Enter your email address and password.

Step 3. Click “Login”.

My i access\$ Online™

Welcome to
ACES\$ Online™

Email Address

Password

Login

Forgot Password?

✓ Register for an Account

📄 Document Center

📞 Contact Us

👤 Find a Caregiver

Copyright MyCIL © 2014-2018