



**EVV MOBILE APPLICATION:
How to register for the ACES\$
Online™ portal**



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Register for the ACES\$ Online™ portal

The first step to using the Electronic Visit Verification (EVV) system is to register with the ACES\$ Online™ portal.

If you already are registered on the portal, you can skip this step and go on to the next step: Downloading and registering for the EVV mobile application. *(Please see EVV Mobile Application: How to download and register user guide.)*

If you are a paper timesheet user, it is essential you register for the portal to ensure you are able to transition to EVV.

NOTE: To use ACES\$ Online™, both the employer and the attendant must have an account.

If the employer is not the member, use all the member details and the employer email.

STEPS

- STEP 1. CALL ACES\$
- STEP 2. GO TO ACES\$ ONLINE™
- STEP 3. CLICK REGISTER FOR AN ACCOUNT
- STEP 4. SELECT YOUR ORGANIZATION
- STEP 5. CHOOSE AN ACCOUNT TYPE
- STEP 6. COMPLETE REGISTRATION FORM
- STEP 7. CERTIFY AND REGISTER
- STEP 8. VERIFICATION EMAIL
- STEP 9. SET YOUR PASSWORD





Step 1. Call ACES\$

- Call ACES\$ at 1-833-955-4545 for your ACES\$ member ID number.

Note: Employees don't need an ID number and can skip this first step.

Step 2. Go to ACES\$ Online™

- Go to ACES\$ Online™ by typing login.mycil.org into your browser.

Step 3. Click “Register for Account”

myi | acces\$
Online™

Welcome to
ACES\$ Online™

Email Address

Password

Login

Forgot Password?

✓ Register for an Account

Document Center

Contact Us

Find a Caregiver

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Step 4. Select your organization

- Choose “Virginia Department of Medical Assistance Services” from the organization dropdown menu.

The screenshot shows the 'Account Registration' form. The 'Organization' dropdown menu is open, displaying a list of organizations. The 'Virginia Department of Medical Assistance Services' option is highlighted in blue. Other visible options include Illinois Department of Human Services, Colorado Health Care Policy and Financing, Maryland Department of Aging, Georgia Department of Behavioral Health & Developmental Disabilities, Oklahoma Department of Human Services OK, Washington State Department of Social and Health Services, and Wyoming Department of Health Division of Healthcare Financing & Behavioral Health Division.

Step 5. Choose account type

- Choose your account type from the “Account Type” dropdown menu.

The screenshot shows the 'Account Registration' form. The 'Organization' dropdown menu is set to 'Virginia Department of Medical Assistance Services'. The 'Account Type' dropdown menu is open, displaying a list of account types. The '-- Select an account type --' option is highlighted in blue. Other visible options include Personal Care Assistant, Member, Case Manager, and Support Broker.





Step 6. Complete the registration form

- Complete each section of the registration form. Ex: Name, email, phone, social security number, etc.
- Security questions are NOT case sensitive

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

Step 7. Certify and register

- Certify and click “Register”

I hereby certify that the above information is true and correct to the best of my knowledge. I understand I am representing myself as employed in the role of Case Manager / Service Facilitator for an accredited organization with respect to the functions of this website, and fraudulent use of this website may be legally actionable.

If you have any questions please contact us

Register

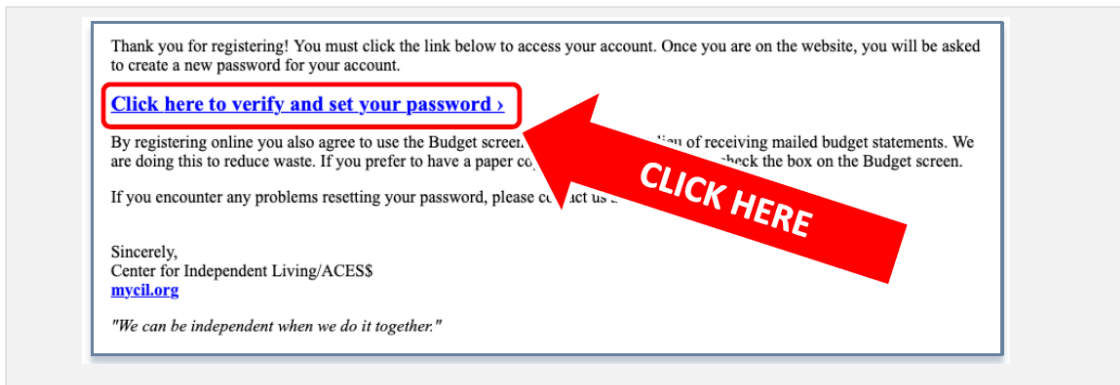




Step 8. Verification email

- ACES\$ Online™ will send you an email to verify your account and set your password.
- Verify your ACES\$ Online™ account within 24 hours.

Note: The verification link is only valid for 24 hours.



Step 9. Set your password for ACES\$ Online™

- Your password must:
 - Be at least eight (8) characters in length
 - Have at least one (1) upper-case letter
 - Have one (1) number
 - Have one (1) special character

