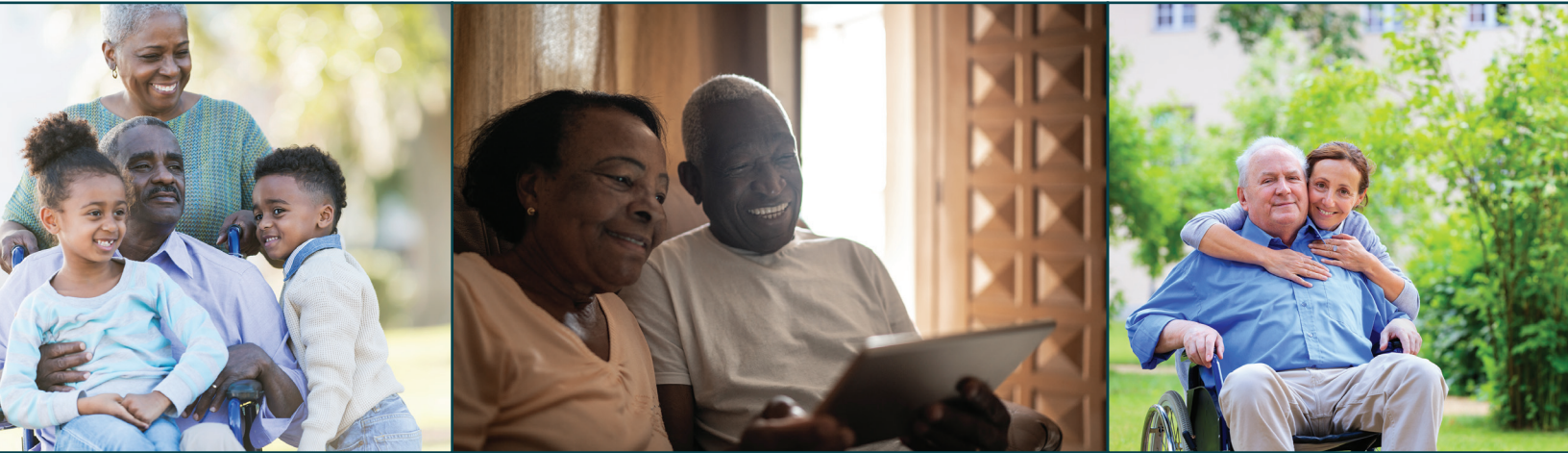


ACES\$ InnovAge

ACES\$ Online Quick Tips



Ways to Use ACES\$ Online

Employers

- Approve or reject Employee shifts
- Monitor and review timesheet history
- Monitor budget
- View active and inactive Employees

Employees

- Add and edit shifts for Employer review and approval
- Review timesheets, scheduled pay and paystubs
- Review payroll status and history

How to Register for the ACES\$ Online Portal

Step 1 Call ACES\$ at 1-833-400-2263 for your ACES\$ Participant ID number.

(Personal Care Attendants don't need an ID number and can skip this first step.)

Step 2 Go to ACES\$ Online: login.mycil.org

Step 3 Click the *Register for an Account* button.

Step 4 Choose *InnovAge* from the *Organization* dropdown menu.

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

Step 6 Fill out your information.

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*.

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

Password Tips

Your password is case sensitive and must:

- Be at least eight characters long
- Have at least one upper-case and one lower-case letter
- Have one number
- Have one special character

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*

For More Detailed Instructions

Visit www.mycil.org/access-innovage and view the *ACES\$ Online Manual* found in the *Resources* section

