

# ACES\$ Illinois

## Get Your Enrollment Packet Powered by Docubee



## Docubee: The Fast & Secure Way to Electronically Sign Documents

### Get Your Enrollment Packet

1. Visit <https://login.mycil.org/DocumentCenter>
2. Select **Illinois Department of Human Services** from the *Select Organization* dropdown menu.
3. Select **Enrollment Packets** from the *Document Type* dropdown menu.
4. Click the **purple file** icon under the *Download File* column for the packet (Employer or Employee) you need. Your Docubee session for filling out your enrollment paperwork will open in a new tab of your internet browser.

### Before You Start Filling Out Your Packet, You'll Need:

#### Consumers/Employers

##### The waiver you are on:

Not sure? Contact your Self Direction Assistant.

##### Your EIN (Employer Identification Number):

If you have an EIN, keep that number handy.

If you don't, no problem.

#### Employees

##### The Employer's email address and Consumer's waiver:

Not sure?

Contact your Employer/Consumer.

**With Docubee, you get the payroll services you need faster plus:**

#### Built-in Checks

Docubee automatically checks your forms to ensure all required fields are properly filled. This prevents any delays in enrollment due to incomplete info.

#### Auto Fill for Repeated Fields

Docubee saves you time by automatically filling in key demographic info. Instead of filling the same fields with the same info again and again, Docubee pre-populates these common fields with the info you provide at the start.

#### Secure and Easy Submission

Once you're done filling in your ACES\$ enrollment packet, and you review all your info, you can securely submit your packet with the click of a button.

For more resources on how to use Docubee, visit [www.mycil.org/ILenroll](http://www.mycil.org/ILenroll)

**ACES\$ Illinois**

**www.mycil.org • 1-877-223-7781 • EnrollmentsIL@mycil.org**

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**Fill Out and Submit Your Enrollment Packet** Powered by Docubee



## Fill Out and Submit Your Enrollment Packet

1. From the first page of your Docubee session, click the play button to watch the instructional video short.
2. After watching the video short, click the **Continue** button.
3. Fill out the first form and *verify your info is correct*.
4. Click the **Begin Enrollment/Continue** button and then the **Next Field** button to electronically sign the forms.
5. Click the **Complete** button once you've filled out all the required fields.

**After all your forms are complete, you'll see a confirmation screen.**

### Consumers/Employers

An ACES\$ Enrollment Specialist will contact you if any corrections are needed.

### Employees

Once you complete your Docubee enrollment, ACES\$ will contact you with next steps.

## Quick Tips for Filling Out Your Enrollment Packet Powered by Docubee

### Colored Boxes

Green = Completed

Red Corner = Required and needs completed

White = Optional, but fill it out if you have info to enter

### Important Info

Any important info about the process steps is listed on the left side of the screen.

### Moving to the Next Field

Click the *Next Field* button to move to the next field that needs completed.

### Reminder:

ACES\$ is not the Employer.

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