



Consumers First

As the largest Center for Independent Living that's also an FMS provider, our focus is on Consumers — not shareholders.

We support self-direction with our expert and personalized disability services guided by our empathy, respect, and integrity.

FMS Solutions for Everybody

More than just the largest Center for Independent Living FMS provider, we're also stakeholders ourselves. 51% of our team members have a disability. We design FMS solutions that work for everybody.

Enjoy the ACES\$ Advantage!

A quick, personalized enrollment

We know how frustrating completing paperwork can be. 51% of our own team has a disability. That's why we made enrollment for both Consumers and their personal support workers easy and fast. You can choose what's best for you, from optional in-person enrollment to enrollment packets powered by DocuSign that streamline the process.

Enrollment packets powered by DocuSign

With enrollment packets powered by DocuSign, you get the payroll services you need faster plus:

Built-in checks

DocuSign automatically ensures all required fields are properly filled in to prevent any delays.

Auto fill for repeated fields

You save time because DocuSign automatically fills in repeated fields with key demographic info you provide only once, at the start.

Secure and easy submission

With the click of a button, you can securely submit your packet for faster processing.

ACES\$ Online Portal

With the ACES\$ Online Portal, you get:

Easy timesheet submission

Consumers and PSWs save time with online timesheet submission through our user-friendly portal, ACES\$ Online. You can also email, mail or fax timesheets.

View budget and timesheet information

Consumers and self-direction assistants can see budget info, as well as active and historic timesheets.

Outstanding customer service

Since more than half of our team are people with disabilities, we know what it's like to navigate the FMS world. That's why we go above and beyond for our Consumers. We take the time to find the best solution for them.

Live phone-call support

When Consumers and PSWs call ACES\$, they reach a locally based, helpful team member — not an automated system.

ACES\$ Illinois

ACES\$ Online Quick Tips



Ways to Use ACES\$ Online

Employers

- Approve or reject PSW shifts
- Monitor and review timesheet history
- Monitor budget
- View active and inactive PSWs

PSWs

- Add and edit shifts for Employer review and approval
- Review history and current shifts worked
- Review payroll status and history

How to Register for the ACES\$ Online Portal

1. Call ACES\$ at 1-877-223-7781 for your ACES\$ Consumer ID number.
(Personal Support Workers don't need an ID number and can skip this first step.)

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

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

4. Choose *Illinois Department of Human Services* from the *Organization* dropdown menu.

5. Choose your account type from the *Account Type* dropdown menu and fill out with your info.

Employers: Select *Consumer* for *Account Type*. Fill out using the Consumer's info with the Employer's email.

6. Check the *certify* box and click *Register*.

7. 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.

8. Enter your email address and password, then enter your password again to set your password for ACES\$ Online. Click *Reset Password*.

9. 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

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

2. Enter your email address and password

3. Click *Login*

For More Detailed Instructions

Visit www.mycil.org/IL and view the

ACES\$ Online Manual found in the *Resources* section



ACES\$ Illinois

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