

# ACES\$ Wyoming

**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 **Wyoming Department of Health** 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:

#### Participants/Employers

**The waiver you are on:**

Not sure? Contact your Case Manager.

**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 Participant's waiver:**

Not sure?

Contact your Employer/Participant.

**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/WYenroll](http://www.mycil.org/WYenroll)

**ACES\$ Wyoming**

[www.mycil.org](http://www.mycil.org) • 1-844-500-3815 • [supportWY@mycil.org](mailto:supportWY@mycil.org)

# ACES\$ Wyoming

**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** button and then the **Next Field** button to electronically sign the forms.
5. Click the **Complete** button.
6. Click the link in your email to start the **Required Training**.
7. Complete the required training and follow the link in the email to submit the training to ACES\$.

### Required Training:

Once you complete the ACES\$ Enrollment paperwork, ACES\$ will email you info about the Required Training you need to complete and submit.

**You must proceed with completing the required training to finalize your enrollment.**

Once you complete the required training, follow the link in the email to submit the training to ACES\$.

## 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.

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



**ACES\$ Wyoming**

[www.mycil.org](http://www.mycil.org) • 1-844-500-3815 • [supportWY@mycil.org](mailto:supportWY@mycil.org)