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**

1. CALL ACES$  
2. GO TO ACES$ ONLINE™  
3. CLICK REGISTER FOR AN ACCOUNT  
4. SELECT YOUR ORGANIZATION  
5. CHOOSE AN ACCOUNT TYPE  
6. COMPLETE REGISTRATION FORM  
7. CERTIFY AND REGISTER  
8. VERIFICATION EMAIL  
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](http://login.mycil.org) into your browser.

Step 3. Click “Register for Account”
Step 4. Select your organization

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

Step 5. Choose account type

- Choose your account type from the “Account Type” dropdown menu.
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”
Step 8. Verification email

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

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

Step 9. Set your password for ACESS 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