Contents
How to register for an account ................................................................. 2
How to log in............................................................................................. 7
How to register for an account

Step 1. Go to ACES$ Online: www.mycil.org

Step 2. Click the timesheet icon on top right corner of the page.

Step 3. Click “Register for an Account”.
Step 4. Select Organization from drop down menu.

- Choose Wyoming Department of Health Division of Healthcare Financing & Behavioral Health Division from the Organization dropdown menu.

Step 5. Choose your Account Type from the Account Type dropdown menu.
Step 6. Complete each section of the registration form.

- Security questions are NOT case sensitive.
- **Please 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. 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”.

Your password must:
• Be at least eight (8) characters long
• Have at least one (1) upper-case letter
• Have one (1) number
• Have one (1) special character

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

![ACES$ Online™ Login Page](image)