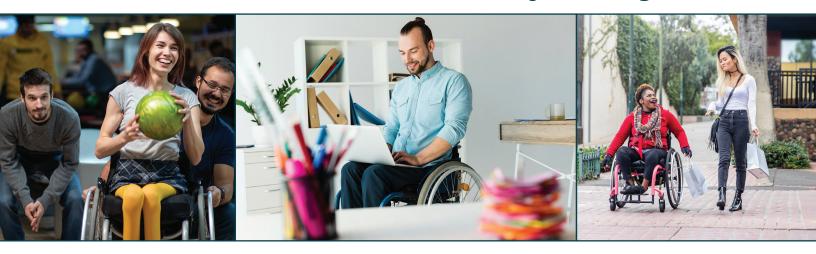
# **ACES\$ Illinois**

# **Get Your Enrollment Packet Powered by DocuSign**



### **DocuSign: 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 you need to fill out.
- 5. Fill out the **PowerForm Signer Information** form. Complete either the Employee or Employer section of the form, depending on which best fits your role.
- 6. Click the **BEGIN SIGNING** button.
- 7. DocuSign will send a validation code and a link to the email you provided so you can complete the packet.
- 8. In the email that DocuSign sent, click the **RESUME SIGNING** button.
- 9. Fill out the *Access Code* field using the **Signing Validation Code** provided in the email.
- 10. Click the **VALIDATE** button.
- 11. Check the "I agree to use electronic records and signatures" box.

# With DocuSign, you get the payroll services you need faster plus:

### **Built-in Checks**

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

### **Auto Fill for Repeated Fields**

DocuSign saves you time by automatically filling in key demographic info. Instead of filling in the same fields with the same info again and again, DocuSign 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 DocuSign, visit www.mycil.org/IL

# **ACES\$ Illinois**

# **Submit Your Enrollment Packet Powered by DocuSign**



### **Submit Your Enrollment Packet**

- 1. Click the **Sign** button.
- 2. Fill out the *Adopt Your Signature* form.
- 3. Click the **ADOPT AND SIGN** button to place your signature on the form.
- 4. If there is a *paper clip* icon, you will need to upload additional documents. Not all packets require additional documents.
- Click the paper clip icon.
- An Upload Attachment window will open.
- Click the **UPLOAD A FILE** button.
- Find the saved file on your computer that you need to upload.
- Click the **DONE** button.
- 5. When all the required fields are completed, the Next button will no longer be visible. Review all the information you provided to ensure accuracy.
- 6. Click the **FINISH** button.
- 7. To save a copy of your packet, click the **DOWNLOAD** or **PRINT** button. DocuSign will email you a link to the completed packet so you can view it at any time.
- 8. Click the **CLOSE** button.

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

#### **Colored Boxes**

Red Boxes = Required Gray Boxes = Optional, but fill them out if you have info to enter.

### **Quick Tips**

View a quick tip for any field by hovering your mouse on it.

### **Required Formats**

Some fields require specific format for the data. If the info isn't entered according to this format, a quick tip will appear in red with more info.

### Moving to the Next Field

Click the *Fill In* button to move to the next field that needs to be completed.
You can also press the *Tab* key or scroll through the document and click on any field.

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