

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

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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.

For more resources on how to use DocuSign, visit www.mycil.org/IL



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