ACES$ Wyoming
ACES$ Online: Roles in the Portal

How You Can Use ACES$ Online

EMPLOYER OF RECORD (EOR)

Approve or reject Employee shifts worked

Monitor and review history of employee shifts

Monitor budget

View active and inactive Employees

EMPLOYEE

Edit and add shifts worked
for Employer review and approval

Review history and current shifts worked

Review payroll status and history

CASE MANAGER
For Participants in your caseload you can:

Review current status and history
of Employee shifts worked

Monitor budget

Quick Tips

ACES$ Online and Electronic Visit Verification (EVV)

When using EVV, it is extremely helpful to have an ACES$ Online account.

ACES$ Online is an additional tool that allows Employers and Employees to monitor, review, edit, approve and reject EVV entries.

ACES$ Online Login

The email address you use during registration will be your ACES$ Online login.
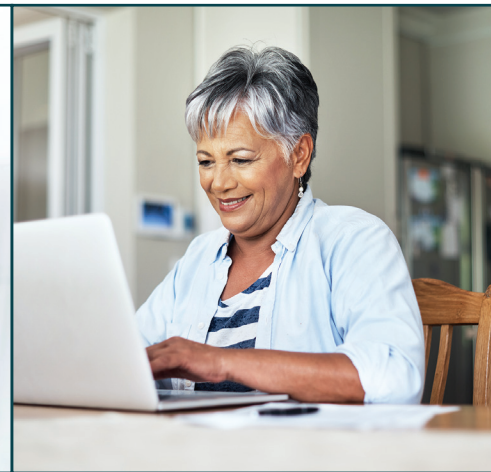
Detailed Instructions

For more detailed instructions, visit **www.mycil.org/resources/wy-evv** to view the *Registering for the ACES$ Online Portal* guide.

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ACES$ Wyoming
ACES$ Online: How to Register

How to Register for the ACES$ Online Portal

Step 1. Go to ACES$ Online: **login.mycil.org**

Step 2. Click **Register for an Account**

Step 3. Select **Organization** from dropdown menu

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

Step 4. Choose your *Account Type*

Step 5. Complete each section of the registration form

Step 6. Check the certify box and click **Register**

Step 7. 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 8. Enter your *email address* and *password*, then enter your *password* again to set your password

Click **Reset Password**

Step 9. You will see a confirmation message

Click the **Please click here to log in** link

Quick Tips

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**

Password
Your password is case-sensitive and must:

- Be at least eight characters long
- Have at least one uppercase and one lowercase letter
- Have one number
- Have one special character

Detailed Instructions
For more detailed instructions, visit **www.mycil.org/resources/wy-evv** to view the *Registering for the ACES$ Online Portal* guide.

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