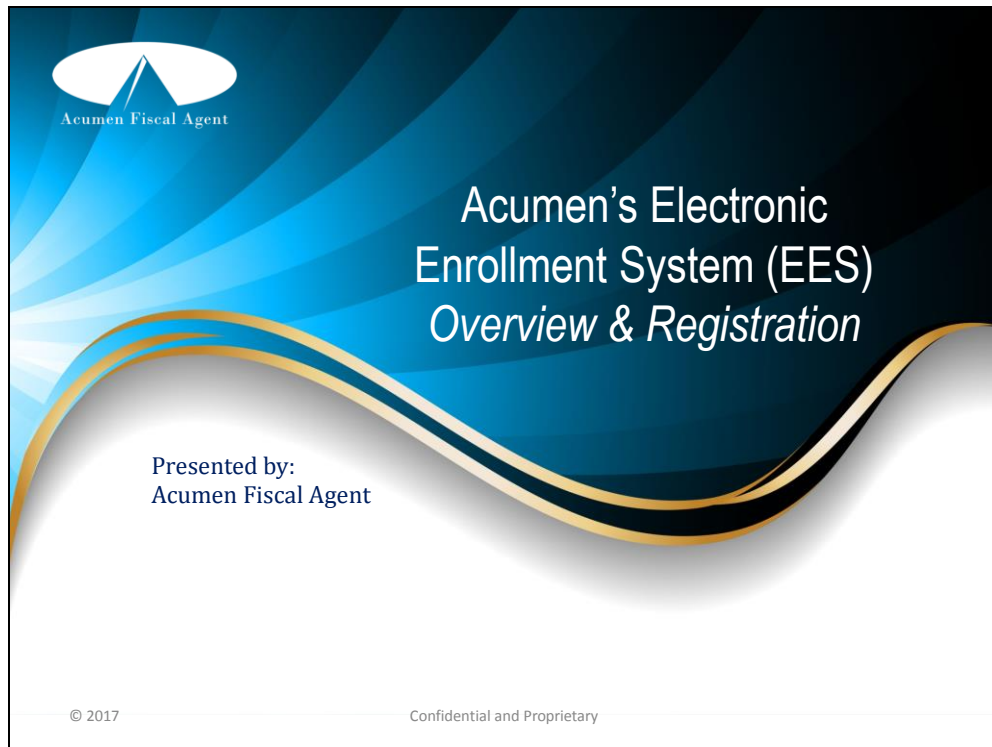
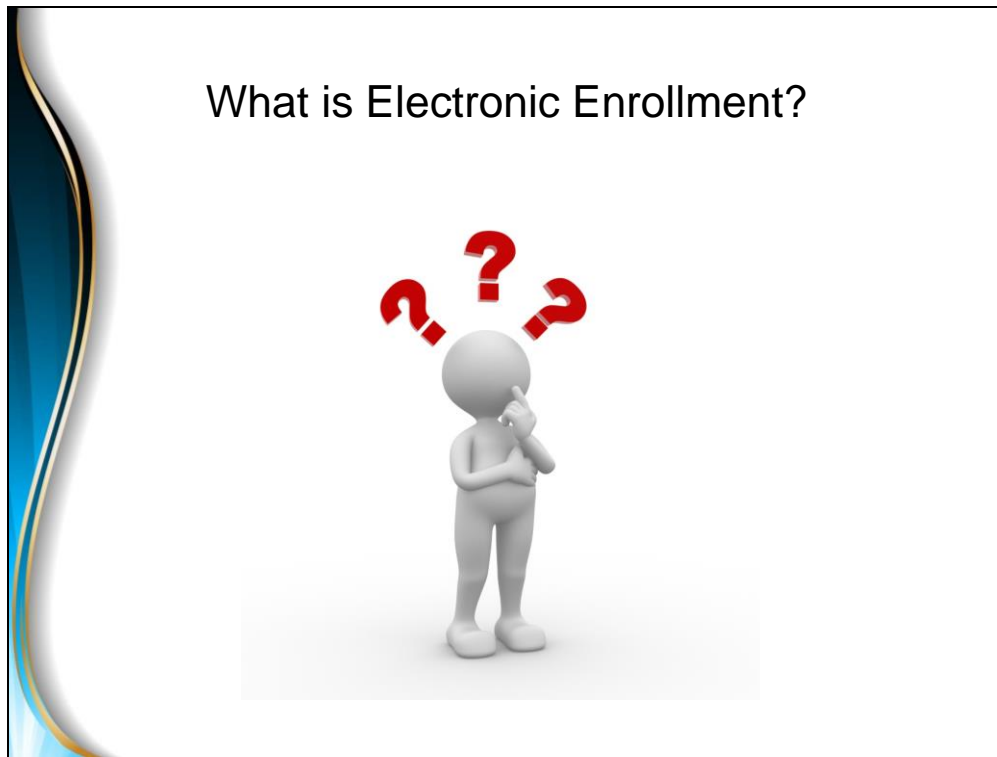


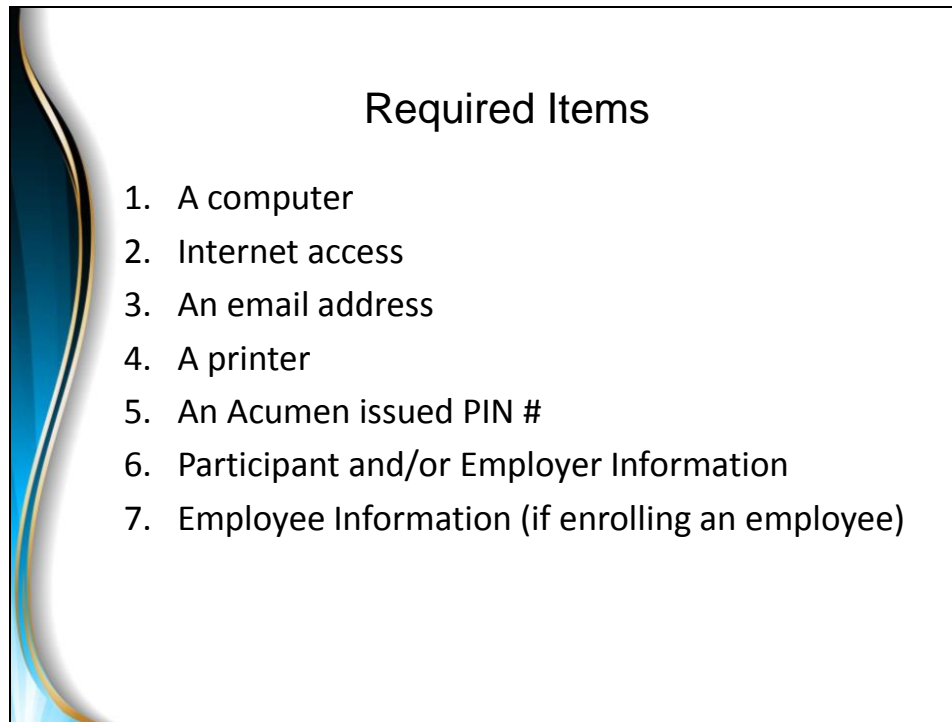
Slide 1



- Hello, and welcome to Acumen's Electronic Enrollment System!
- This video will provide you with a brief description of what the Electronic Enrollment System is and also provides you with a brief overview of how to register for the first time, let's get started!



- Acumen's Electronic Enrollment System is an online based website created by Acumen for our customers who would like to enroll without the hassle of completing large amounts of paperwork.
- Our online enrollment website allows our customers to enroll themselves and their employees.
- Our site is secure and is available 24/7, 365 days a year.



As you prepare to use the Electronic Enrollment System, there are a few things you will need before you get started, they are:

- A computer,
- Internet access,
- An Email address,
- A printer,
- An Acumen issued PIN
  - The PIN is located on the Acumen flyer that was provided to you by your Case Manager, if your Case Manager does not have a flyer, please contact Acumen's customer service team at 1-877-211-3738 and they will provide you with your program-specific flyer
- Next, you will need the Participant and/or employer's information readily available
  - The Acumen flyer provides you with a list of all the information that will be required for both the participant and /or employer
- And finally, if you are enrolling an employee, you will need your employee's information readily available
  - The same flyer will provide you with a list of all the information that will be required for your employee

Getting Started  
<https://enrollment.acumenfiscalagent.com/>

Home Site Tour FAQ's

Acumen Fiscal Agent Electronic Enrollment System

New to Acumen? Click here Returning User? Click here

Please make sure your popup blocker is turned off before proceeding.

Welcome to Acumen's Electronic Enrollment System (EES)!

Our system takes the hassle out of completing large amounts of paperwork by electronically filling out all the program-specific forms required by the participant's self-directed program. All you have to do is answer a series of questions per individual (participant, employer, and employee). EES then generates the form with all your information in the right places!

- Now that you have all of the information you will need to get started, enter the website link provided on your flyer, which is: **<https://enrollment.acumenfiscalagent.com/>**
- When you arrive at this page, click on the yellow button titled “New to Acumen? Click here.”
  - Please note that if you are currently or were previously with Acumen, this link will not work for you, please contact our customer service team for assistance, they can be reached at 1-877-211-3738.

The screenshot shows a web form titled "Registration Process". At the top right, there is a link "Already have an Enrollment account?" and a yellow "Log In!" button. Below this is the text "Create your Enrollment Account". The form is divided into several sections:

- Please complete the fields below:**
  - "Please select the state:" with a dropdown menu showing "Georgia".
  - "Please select the program:" with a dropdown menu showing "GA NOW".
  - "Enter program PIN:" with a text input field containing "GA669".
  - "Select your role from the dropdown:" with a dropdown menu showing "Employer".
  - "Are you the person receiving services?" with radio buttons for "Yes" (selected) and "No".
- Enter Your Full Name Here**
  - "First Name: \*" with a text input field containing "Test".
  - "Middle Name or Initial:" with a text input field containing "A".
  - "Last Name: \*" with a text input field containing "Employer".
- Create Username: \***
  - A text input field containing "Test1122".
  - A note below the field: "(Username must contain 1 upper case character and 1 number and be between 6 and 20 characters)".

- Now you are at the registration page, this is where you will be asked to complete each required field.
- Participants, Employers and Case Managers or Support Coordinators are the only one's who can Register.
- Employee's cannot register on their own, their employers or Case Managers or Support Coordinators will need to initiate their enrollment for them. However, only after they have enrolled themselves first.
- In this scenario, we are going to enroll as a new Participant/Employer in the Georgia COMP program.

## Registration Process

**Please complete the fields below:**

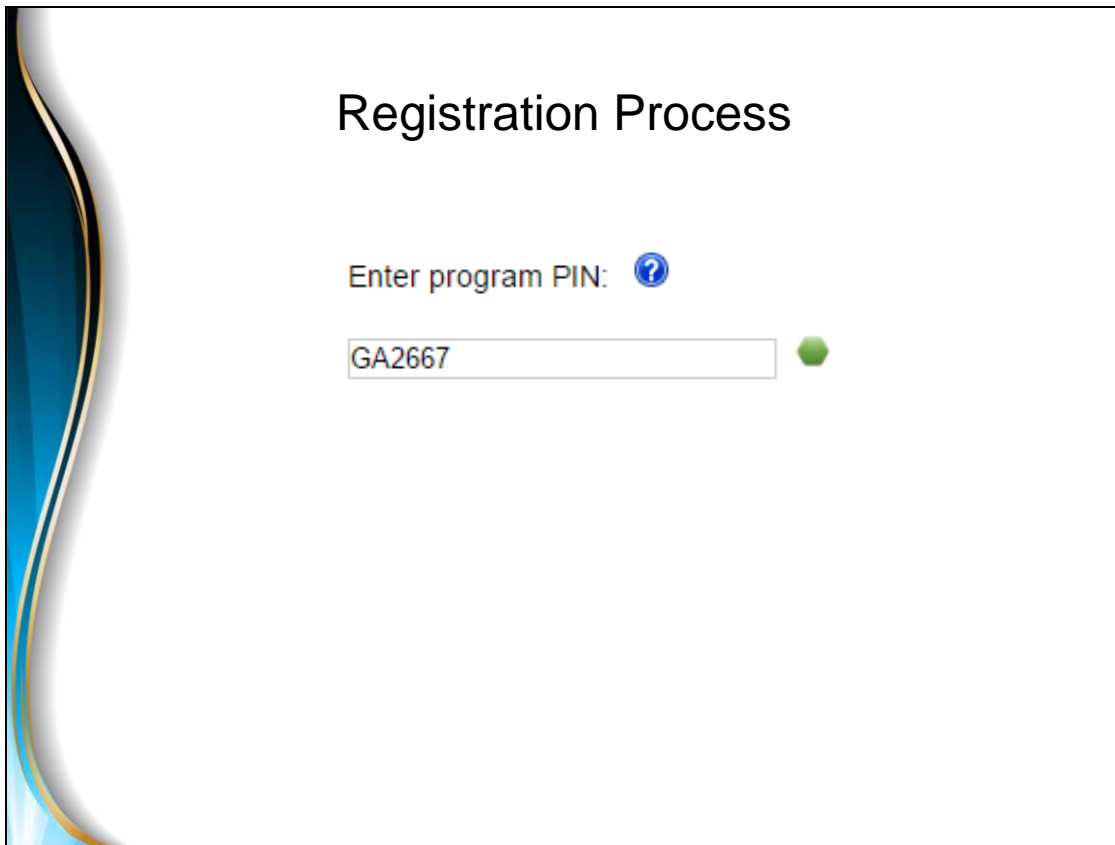
Please select the program: [?](#)

Select a Program ▼

- Select a Program
- GA NOW
- GA COMP
- GA ICWP
- GA CCSP
- LaPOP

Name: [?](#)

- Here is where you will select your state, then your program name.

A screenshot of a web form titled "Registration Process". The form has a decorative blue and gold wavy border on the left side. The main heading is "Registration Process". Below the heading, there is a label "Enter program PIN:" followed by a blue question mark icon. Underneath the label is a text input field containing the text "GA2667". To the right of the input field is a green circular button.

## Registration Process

Enter program PIN: ?

- Here is where you will enter your program specific PIN
  - This PIN number is located on the flyer originally provided to you by your Case Manager or Support Coordinator, or Acumen

## Registration Process

Select your role from the dropdown: [?](#)

Select a Role ▼

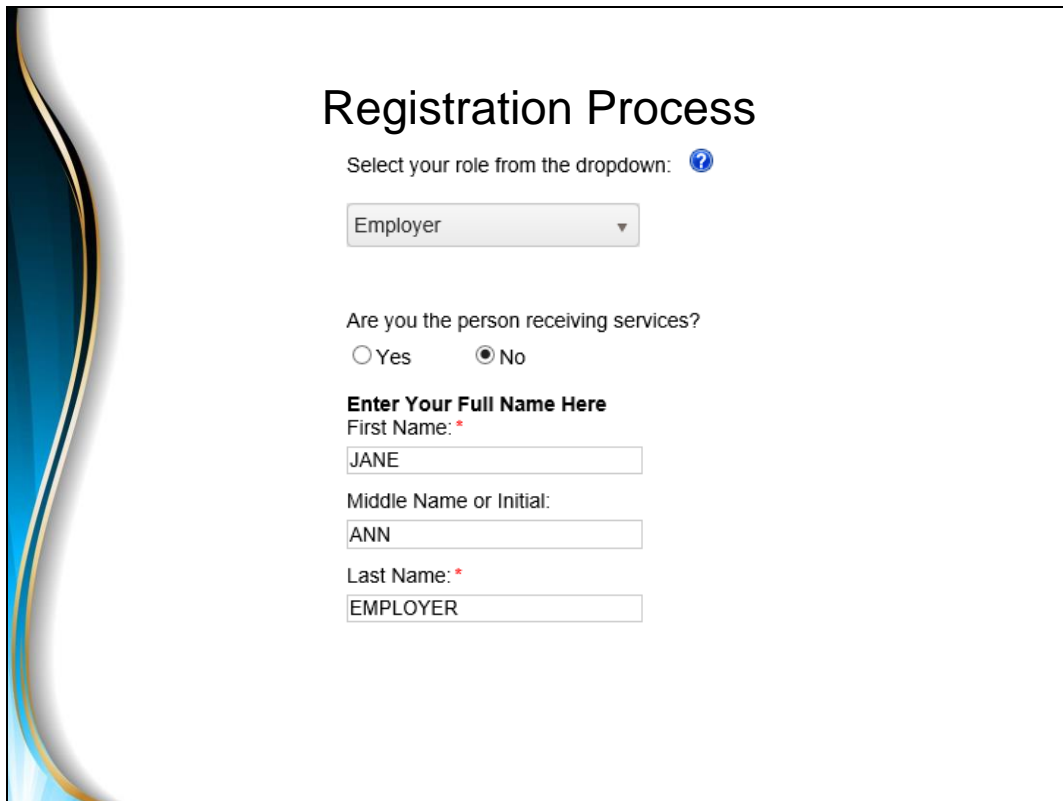
Select a Role

Case Manager

Employer

- Next, we will need to select a role, in our scenario, we are the employer, so we will select Employer
- Please note that if you are the person who is receiving services, in other words, you are the participant, and you will also be acting as the employer, you will still select the “Employer” role.



A screenshot of a web registration form titled "Registration Process". The form is set against a white background with a decorative blue and gold wave graphic on the left side. The title "Registration Process" is centered at the top in a large, black, sans-serif font. Below the title, the text "Select your role from the dropdown:" is followed by a blue question mark icon. A dropdown menu is shown with "Employer" selected. Below this, the question "Are you the person receiving services?" is followed by two radio buttons: "Yes" (unselected) and "No" (selected). Underneath, the instruction "Enter Your Full Name Here" is followed by three text input fields. The first field is labeled "First Name: \*" and contains the text "JANE". The second field is labeled "Middle Name or Initial:" and contains the text "ANN". The third field is labeled "Last Name: \*" and contains the text "EMPLOYER".

**Registration Process**

Select your role from the dropdown: ?

Employer

Are you the person receiving services?

Yes  No

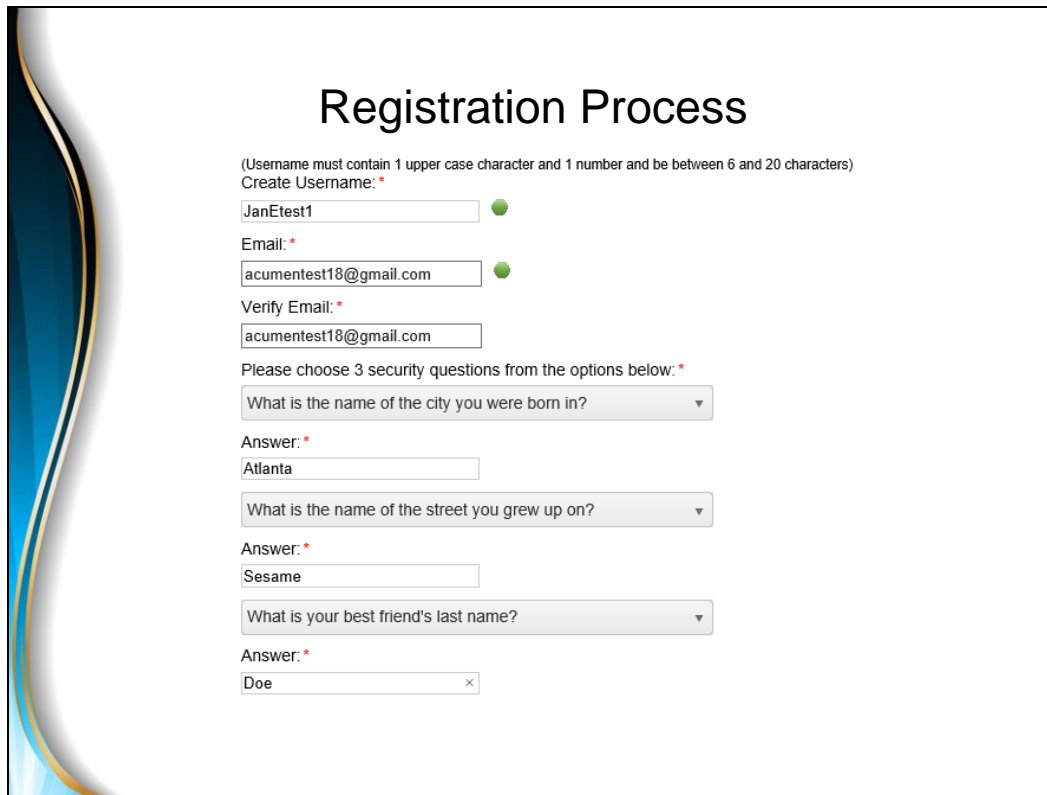
**Enter Your Full Name Here**

First Name: \*  
JANE

Middle Name or Initial:  
ANN

Last Name: \*  
EMPLOYER

- When you select “Employer” the system will then ask if you are the person who is receiving services; it is important that this question be answered correctly. Depending on the answer, the system will set up the paperwork with either the employer as the participant, or the participant as having someone else as the employer.
- If you are both the person receiving services, and you are also acting as your own employer, select “Yes.”
- If you are ONLY acting as the employer, and you are NOT the person receiving services, select “No.”
- Next, as the person registering, enter your full name, as it is listed on your social security card.



The image shows a registration form titled "Registration Process". It includes instructions for creating a username, fields for email and verification, and three security questions with their respective answers. Green dots indicate successful validation for the username and email fields.

## Registration Process

(Username must contain 1 upper case character and 1 number and be between 6 and 20 characters)  
Create Username: \*

JanEtest1 ●

Email: \*

acumentest18@gmail.com ●

Verify Email: \*

acumentest18@gmail.com

Please choose 3 security questions from the options below: \*

What is the name of the city you were born in? ▼

Answer: \*

Atlanta

What is the name of the street you grew up on? ▼

Answer: \*

Sesame

What is your best friend's last name? ▼

Answer: \*

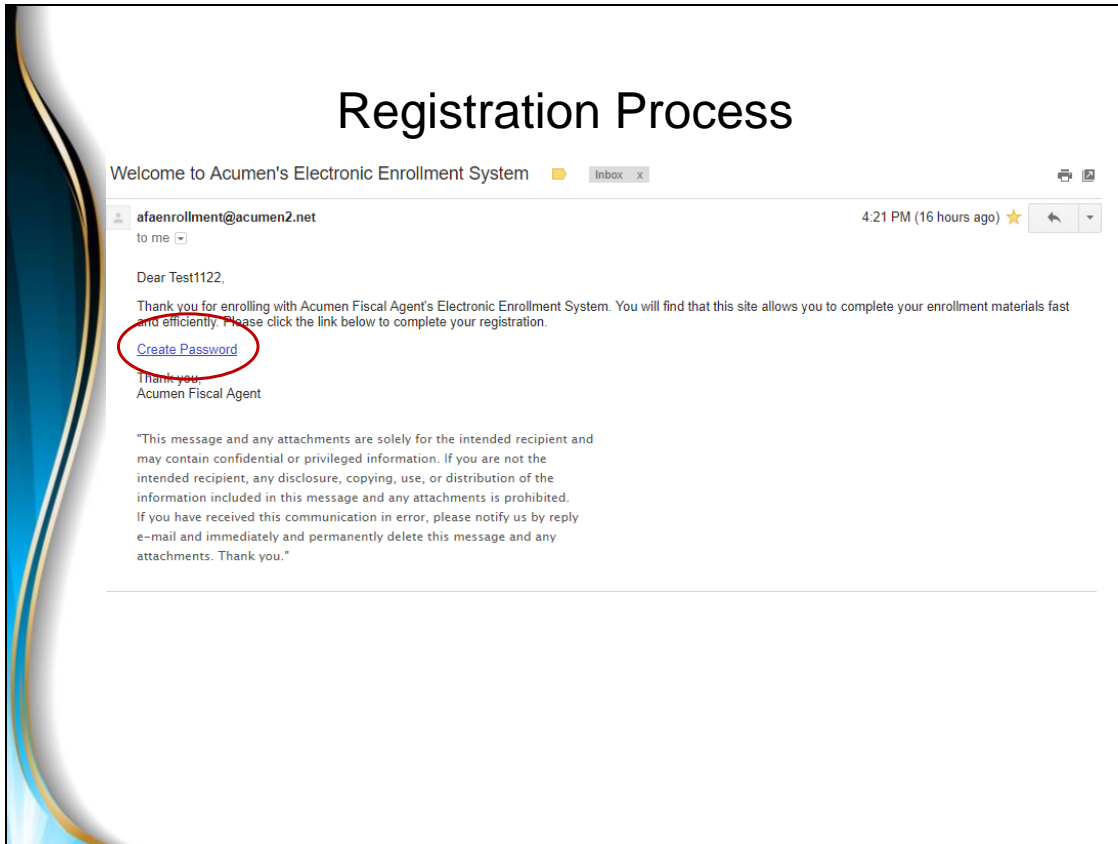
Doe

- Next, you will be asked to create a username for your account, it must be between 6 and 20 characters, include 1 upper case letter and 1 number.
  - If the username already exists, you will receive an error message, if it is available, a green light will appear.
- Then enter in your email address and also verify it on the next line.
  - If your email address already exists in our system, you will receive an error message and you will need to register differently. If you receive an error message, please call our Customer Service department at 1-877-211-3738.
  - Otherwise, if your email address is not already in our system, a green light will appear.
- To finalize your registration, you will need to select 3 security questions, there are several questions to choose from.
  - Provide the correct answer for each security question that you select, and
  - keep in mind that your answers are case sensitive.
- Confirm all answers and click Submit



- After you've clicked Submit, you will receive the following message informing you that you've registered. You will need to activate your account by using the link provided in the auto generated email sent to you.

Slide 12



- Locate the email you received from Acumen and save this email for your future records as it does contain your username.
- The system will now require you to create a password for your account, click on the “Create Password” link.

The screenshot shows a web page titled "Registration Process" for the "Acumen Fiscal Agent Electronic Enrollment System". The page has a dark blue header with the Acumen Fiscal Agent logo and navigation links for "Home", "Site Tour", and "FAQ's". The main content area is titled "Registration Confirmation" and contains several form fields: "Create Username:" with the value "Test1122", "Create Password:" (empty), "Confirm Password:" (empty), "Security Question:" (a dropdown menu showing "Select a Security Question"), and "Answer:" (empty). A "Log In" button is located at the bottom of the form, with the text "Log in to begin the enrollment process." next to it. A note states: "Password must be between 6 and 20 characters containing 1 upper case character and 1 number. You cannot use your username."

The following web page will appear, this is where you will create your password for your account.

- Create your password, then confirm it on the next line.
- Select 1 of your security questions and provide your answer (remember, it is case sensitive).
- When you are finished with this step, click on the “Log In” button to begin your enrollment process!

## Participant Enrollment Process

Participant: Test A Employer  
Participant Enrollment

<p>Participant First Name: * Test</p> <p>Participant Last Name: * Employer</p> <p>Middle Initial: A</p> <p>Social Security Number: * Why? [ ][ ][ ]</p> <p>Verify Social Security Number: * [ ][ ][ ]</p>	<p>Case Manager First Name: * [ ]</p> <p>Last Name: * [ ]</p> <p>Contact Number: [ ][ ][ ]</p> <p>Email Address: [ ]</p> <p>Verify Email Address: [ ]</p>
<p>Date of Birth (mm/dd/yyyy): * [ ][ ][ ]</p> <p>Phone Number: * [ ][ ][ ]</p> <p>Email: test @acumen2.net</p> <p>Verify Email: test @acumen2.net</p>	
<p>How would you like us to communicate with the Employer? *</p> <p><input type="radio"/> Both Email and Phone <input type="radio"/> Email <input type="radio"/> Phone</p> <p><small>FEIN (Federal Employer Identification Number): If you do not have an FEIN please leave this field blank. This number is not required to enroll. Acumen Fiscal Agent will assist you in obtaining this number.</small></p> <p>[ ]</p> <p>Example: (xx xxxxxxxx)</p>	

[Save and Close](#) [Save and Continue](#)

- The system will then take you through the information gathering stage for both the participant and employer. After each page, click on the “Save and Continue” button to proceed forward.

The screenshot shows a web interface titled "Participant Enrollment Process". Below the title, it identifies the participant as "Participant: TEST EMPLOYER" and the current step as "Signature and Documents". There are two radio button options for signing documents: the first is "I would like to electronically sign all allowable enrollment forms and submit electronically to Acumen."; the second is "Print and Sign: I would like to print the enrollment documents for completion. Reminder: This option requires you to print and complete your documents. If a printer is not available, you can save your documents and print them at a later time. After completion, documents can be emailed, mailed and/or faxed to Acumen. Our contact information is provided within the documents." Below these options is a button labeled "Generate Documents".

- When you are finished with the enrollment process for both the participant and employer, the system will bring you to the Signature and Documents page where you must select the method in which you would like to sign some of your documents. You can select the option to either:
  - Electronically sign your documents, or
  - Print and sign your documents.
- Please note that regardless of which signing method you choose, all tax-related forms require a hand-written signature. What this means is that certain tax forms will always need to be printed and signed. You will be provided with a list of forms that require a hand-written signature, along with instructions, in both your documents and also by email.
- Once you have selected a signing method, click on the "Generate Documents" button.
- Depending on whether you selected the electronic signing method or print and sign method, follow the instructions provided to complete the enrollment process!
  - It is important to note that although you have completed the process of completing your paperwork online, this is only the first portion of your enrollment process. An Acumen Enrollment Specialist will be assigned to review your paperwork and he or she will inform you of which forms and/or information is still required in order to begin receiving services!
- This is the end of the video, we hope you have found the information in this video helpful!