- Hello, and welcome to Acumen's Electronic Enrollment System!
- This video will provide you with a brief overview on how to set up your Electronic Enrollment account using the link provided to you by your Acumen Enrollment Specialist.
- Let's get started!

Required Items

1. A computer
2. Internet access
3. The email address Acumen has on file for the employer
4. The last 4 digits of the employer's social security number
5. A printer
6. Employee Information (if enrolling an employee)
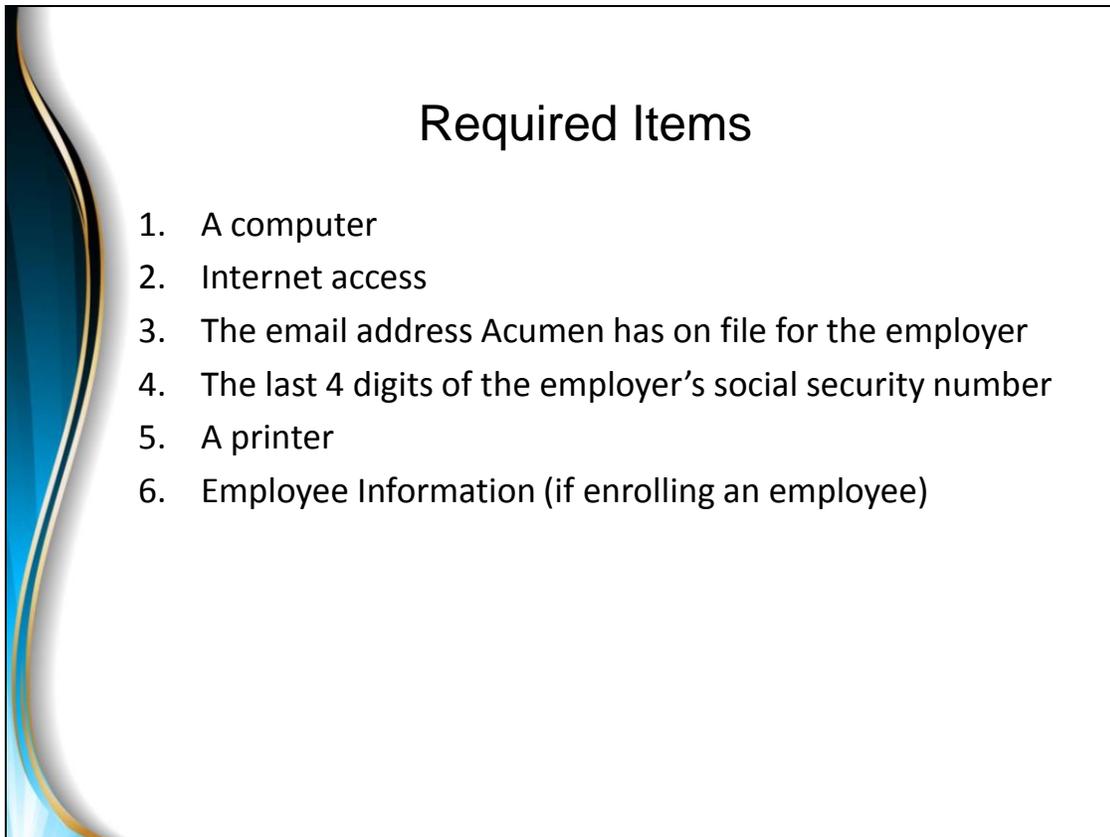
As you prepare to use the Electronic Enrollment System, there are a few things you will need before you get started, they are:
- A computer
- Internet access
- The Email address Acumen already has on file for the employer
- The last 4 digits of the employer's social security number
- A printer
- And finally, if you are enrolling an employee, you will need your employee's information readily available
    - An Acumen Enrollment Specialist and/or your Case Manager should have provided you with a flyer that includes a list of all the information that will be required for your employee

- Now that you have all of the information you will need to get started, enter the website link provided to you by the Acumen Enrollment Specialist, which is: **https://enrollment.acumenfiscalagent.com/home/enroll**
- When you arrive at this page, you will create a username, your username must be a minimum of 6 characters with 1 upper case letter and 1 number.
- Enter in your email address, make sure to use the email address you have on file with Acumen.
- Next, create your password, then confirm it on the next line.
- Enter in the last 4 digits of the employer's social security number.
  - Please note that if you are the employer and not the person receiving services, the system requires the last 4 digits of your social security number, not the social security number of the person receiving services.
- Then, select and answer a security question (please keep in mind that your answer is case sensitive).
- When you are finished click on "Submit" button to proceed.
- You will then be directed to your Dashboard where you can begin the process of registering your new employee.
- It is a good idea to have your employee with you before you begin the employee enrollment process.

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Enrolling Your Employee

Acumen Fiscal Agent

Electronic Enrollment System

JANE EMPLOYER Enrollment Summary

Edit your Account Information, click here

Participant

	Name	ID Number	Employer	Status	Good-To-Go-Date
View/Upload Documents	SARAH CLIENT	4217	JANE EMPLOYER	Under Review	

Employees

	Name	ID Number	Participant	Status	Good-To-Go-Date
			✚ Enroll an Employee		

Who is Acumen Fiscal Agent   Fraud Prevention   Feedback   Terms and Conditions   Privacy Policy   Contact Us

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McAfee SECURE

- This is a view of your Dashboard.
- To initiate your employee's enrollment click on the "Enroll an Employee" option.

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- You will be automatically sent to the Employee enrollment page. Here is where you will begin to enter in all of your Employee's information.
- Click on Save and Continue after each page to continue.
- Or, Save and Close if you would like to finish your employee's enrollment at a later time.

Slide 6

- When you are finished with the enrollment process for your employee, the system will bring you to the Signature and Documents page where you must select the method in which you would like you and your employee to sign all documents. You can select the option to either:
    - Electronically sign all documents, or,
    - Print and sign all documents.
- To help make your decision, here are some tips to keep in mind:
    - Although this enrollment is specific to your employee, some forms require both your signature and your employee's signature. If you select the electronic signature option, the system will begin by obtaining your signature first. Next, when you are finished signing, the system will send an auto-generated email to your employee where the system will then collect his or her signature.
    - Regardless of which signing method you choose, some forms may require a hand-written signature. What this means is that certain forms will need to be printed and signed. You will be provided with a list of forms that require a hand-written signature, along with instructions, this is provided within the employee's documents and also by an email that will be sent to you, the employer.
- 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!
- This is the end of the video, we hope you have found the information in this video helpful!