



Acumen Fiscal Agent

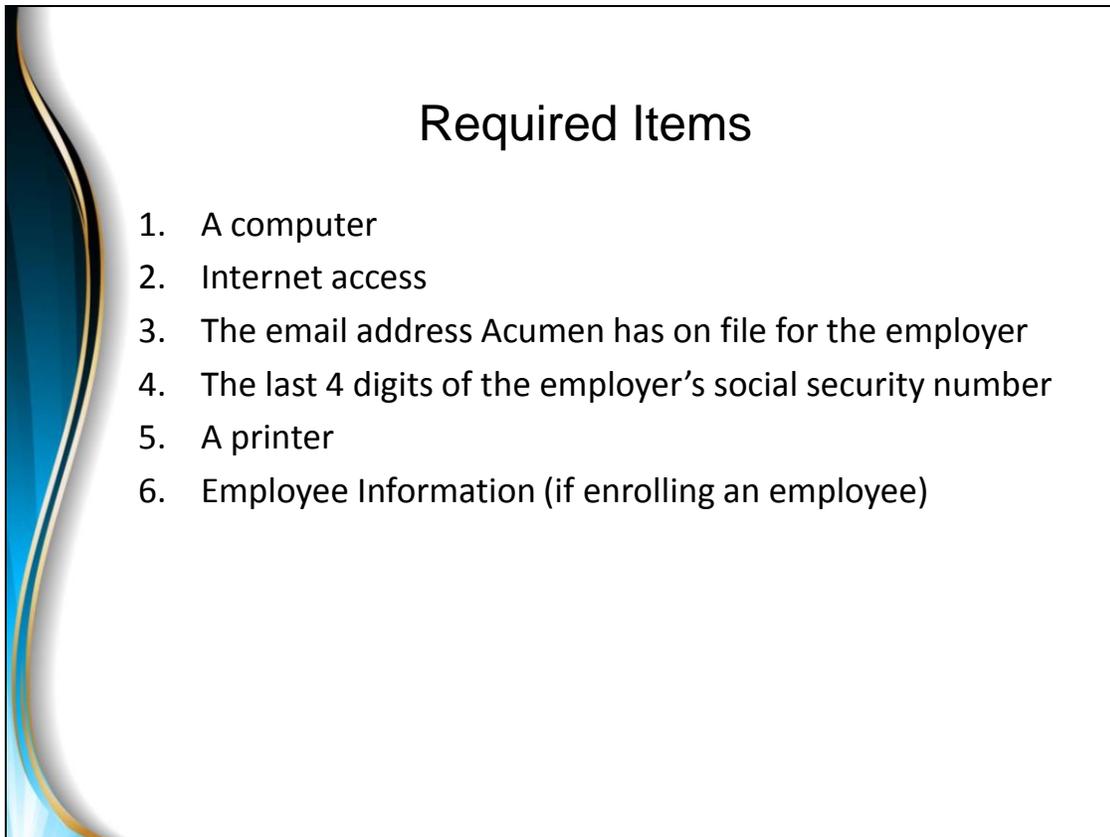
Acumen's Electronic Enrollment System (EES) *Current and Previous Employers*

Presented by:
Acumen Fiscal Agent

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The slide features a dark blue background with a white and gold wavy graphic at the bottom. The Acumen Fiscal Agent logo is in the top left corner. The main title is centered in white text, with the subtitle in italics. The presenter information is in the lower left, and the copyright notice is at the bottom.

- 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!



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

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

Register Account
Please complete the fields below:

Create Username: *

Confirm the Employer's Email: *

Create Password *

Confirm Password *

Last 4 digits of Social Security Number *

Select a Security Question ▼

Answer: *

Submit

- 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.

Enrolling Your Employee

Home Site Tour FAQ's Log Out

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		

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

Enrolling Your Employee

Employee:
GA Employee Enrollment

<p>Employee First Name: * JANICE</p> <p>Employee Last Name: * EMPLOYEE</p> <p>Middle Initial: ANN</p> <p>Other Name (if any): </p> <p>Social Security Number: * Why? 5115</p> <p>Verify Social Security Number: * 5115</p> <p>Phone Number: * 777 777 7777</p> <p>Email: ACUMENTEST13@GMAIL.COM</p> <p>Verify Email: ACUMENTEST13@GMAIL.COM</p>	<p>Employee Date of Birth (mm/dd/yyyy): * 06/01/1980</p> <p>Race Other</p> <p>Gender Female</p> <p>Driver License Number: * Why? 123456789</p> <p>State: * Georgia</p>
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<p>Participant</p> <p>Participant Last Name: CLIENT</p> <p>Participant ID Number: * 4217</p> <p>Relationship to Employer * Why? Other:None</p>

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

- 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.

Participant Enrollment Process

Signature and Documents

Electronic Signature: I would like to send the employer their documents to be signed electronically. If you select this option you will be provided the option to view all enrollment documents. Once you have completed your review you will be required to "Send All Documents" to the employer utilizing the email address provided. If the employer does not have an email address this option is not appropriate.

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.

- 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!