

Initial Registration:

- For Clients receiving vendor only services, an employer is **NOT** required.
- **Authorized Representatives** completing the enrollment will be referred to as **Employers** in EES
- Clients may be their own Authorized Representative if they do not have one designated and **must** complete the Employer sections of the enrollment with their information

To complete the Initial Registration:

1. Navigate to the **NJ Programs Electronic Enrollment** page: <https://www.acumenfiscalagent.com/nj/ees/>
2. Click the **Go to Electronic Enrollment** button
3. Complete the **Initial Registration Form** (Required fields are marked with an asterisk (*))

Notes:

- Medicaid ID is Optional
 - Case Manager Name is Not Applicable
4. **Create Your Login Credentials:**
 - **Username** (required): Create a username to log into the EES portal
 - Must be at least 6 characters
 - Cannot be more than 50 characters
 - Must be unique
 - Characters must be alpha-numeric or period (.)
 - **Password** (required): Create a password to log into the EES portal
 - Must contain 1 uppercase letter, lowercase letter, number, and special character.
 - No more than two repeated characters in a row
 - Username and password cannot contain three consecutive characters of your first or last name.
 - Password cannot contain your username
 5. Click **Submit** to complete the Initial Registration Form
 6. A confirmation message populates. You will receive an email to confirm your account. See **Activate Authorized Representative / Employer Profile** section to continue.

Activate Authorized Representative / Employer Profile

1. Upon completing Initial Registration, an email is sent to you for account activation. (Check the email you provided during the Initial Registration.)
 - Title: Welcome to Acumen's Electronic Enrollment System
 - Sender: **no-reply@acumen2.net**
 - Check the spam folder if necessary
2. Click the blue **Activate Account** button in the email (Link is active for a specific amount of time; typically 24 hours).
 - Note: If after clicking the Activate Account button, **the link is inactive**, an alert stating Invalid Token - Please contact your DCI administrator appears.
 - Click the **Resend the email** button and return to **step 2**
3. The **Activate Account** button opens a web page that states Confirm Profile: This Profile has already been activated.
4. Click the **Click here to Sign In** button
5. You will be directed to the **DCI Web Portal** login screen
6. Enter the **username** and **password** created in the Initial Registration form
7. Click **Sign In** to begin the registration process.
8. You are directed to the **Enrollment Dashboard**. See **Complete Client Registration** section for next steps.

Complete Client Registration

To complete Client Registration:

1. On the Enrollment Dashboard, click the **Start** button to Complete Client Registration.
2. Complete **Additional Client Details**:
 - Required fields are marked with an asterisk (*)
 - **Important!** If **Support Coordinator Agency Name, Email, or Phone Number** is incorrect, please update to the correct information **AND** delete the **Support Coordinator Agency ID** that was pre-populated.
3. Complete the **Physical Address**
 - Required fields are marked with an asterisk (*)
4. **Case Manager Details** (Not Applicable)
 - Leave blank
5. Click **Save** to complete the Client Registration process
 - **Tip:** To save the information you have entered, ensure all required fields have been completed. Otherwise, the **Save** button will not be enabled.
6. On the Enrollment Dashboard, Complete Client Registration is now marked **Complete**. See **Register Authorized Representative / Employer** section for next steps.

Register Authorized Representative / Employer

To register the Authorized Representative or Employer:

1. On the Enrollment Dashboard, click the **Start** button to Register Auth. Rep. / Employer.
2. Complete **Additional Auth. Rep. / Employer Details** section:
 - Required fields are marked with an asterisk (*)
3. Complete **Physical Address**
 - Required fields are marked with an asterisk (*)
4. **Mailing Address**
 - Defaults to **OFF**, indicating the mailing address does not match the physical address.
 - i. Add the mailing address
 - Toggle to **ON** position if the mailing address is the same as the physical address
5. Complete **Business Details** section
 - Answer all four questions as **N/A** (Not Applicable)
6. Click **Save** to complete the Register Employer process.
7. EES directs you back to the Enrollment Dashboard. Register Employer is now marked as **Complete**. See **Complete the Authorized Representative / Employer Packet** for next steps.

Complete the Authorized Representative/Employer Packet

1. On the Enrollment Dashboard, click the **Start** button to Complete Auth. Rep./Employer Packet
 - The pop-up message The Employer Packet has been sent to [Auth. Rep./ employers email address] for signature collection displays.
 - Click **Close**
 - EES will direct you back to the Enrollment Dashboard
2. On the Enrollment Dashboard, Complete Employer Packet now displays **Pending**.
3. Check your email to find the packet to sign.
 - The packet will come from a DocuSign sender.
 - Check junk or spam folders if needed.
4. Click the yellow **Review Document** button in the email to complete the forms
5. Click the **Electronic Record and Signature Disclosure** link to view the disclosure
6. Check the **box** to agree to using electronic records and signatures
7. Click the yellow **Continue** button

8. Click the yellow **Start** button
 - Use the **tab** key on the keyboard to move through each line
 - Review documents for accuracy
 - If signature and date are required at the bottom of a page, click the yellow **Sign** button to sign and date the form(s).
9. Click the yellow **Next** button or scroll down to proceed to the next form
10. Click the **Finish** button at the bottom of the last document
11. Click the yellow **Continue** button to proceed
 - The Auth. Rep. / Employer receives a confirmation email with a link to view the completed document
12. Once you have signed the DocuSign packet, return to EES to finish your enrollment.
 - To log back into EES later, navigate to: <https://acumen.dcisoftware.com/>
 - Enter the **username** and **password** created in the Initial Registration form
 - Click **Sign In**
13. The Enrollment Dashboard displays and Complete Employer Packet is marked as **Complete**

Add Vendor Agreement

1. Once you are back in EES, on the Enrollment Dashboard, click the **+Add Vendor Agreement** button.
2. Complete **Create Vendor Agreement** section:
 - Required fields are marked with an asterisk (*)
 - **Vendor**: If the vendor list only shows **Other** OR if the vendor is not listed, select **Other**.
3. Complete the **Services** section:
 - Click the drop-down to select the services the vendor will be providing.
4. Click **Save** to complete the process.

Enrollment Completed

Enrollment Completed means **your portion** of the enrollment is completed and ready for review by an Agent.

- The Enrollment Dashboard displays the Employer Packet marked **Completed**.

Next Steps:

1. An Agent will contact you with the next steps after they have reviewed the information received.
2. An Agent will email your Support Coordinator to request a plan revision.

Logging into EES after Enrollment Completed

1. To log back into EES later, navigate to: <https://acumen.dcisoftware.com/>
2. Enter the **username** and **password** created in the Initial Registration Form
3. Click **Sign In**
4. Optionally, click **Forgot your password** to reset your password (see **Reset Password**)

Reset Password

1. Navigate to: <https://acumen.dcisoftware.com/>
2. Click the **Forgot your password** link to begin the process of resetting your password
3. In the **Forgot Password** screen, enter the email used during the Initial Registration
4. Click the **Send Reset Email** button.
5. The **Forgot Password Confirmation** screen displays:
 - A password reset link has been sent. Please check your email.
6. Click the **Back to Sign in** button
7. Check your email to find the Reset Password email.
 - **Title**: Reset Password

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- **Sender:** no-reply@acumen2.net
 - Check the spam folder if necessary
8. Click the **Reset Password** button within the email. You will be directed to the Reset Password screen.
 9. On the Reset Password screen, enter your **new** password in the Please enter password field.
 - Password Criteria:
 - Must contain 1 uppercase letter, lowercase letter, number, and special character.
 - No more than two repeated characters in a row
 - Username and password cannot contain three consecutive characters of the Enrollee first or last name.
 - Password cannot contain username
 10. Re-enter the new password in the Please confirm password field.
 11. Click **Reset**
 12. An alert displays "Are you sure you want to reset the password?"
 13. Click the **Yes** button
 14. EES will direct you to the DCI login screen. Enter the **username** and **new password**.
 15. Click **Sign In**