

EES-Electronic Enrollment System: NJ Self-Enrollment Guide (Vendor Only Program)



Welcome to Acumen! In this guide, you will learn how to complete your **NJ DDD Vendor Only** enrollment using Acumen's new Electronic Enrollment System (EES). Before getting started, here are a few important terms to know when using EES:

1. **Client:** When using both EES and DCI, the term Client refers to the Individual who is receiving services. In the context of the New Jersey Division of Developmental Disabilities (DDD), this person may also be referred to as an Individual or Participant, depending on the documentation or system being used.
2. **Employer:** This is the person who is managing the Client's Enrollment
 - **Note:**
 - ✓ The Employer & Client can be the same person
 - ✓ For Individuals receiving vendor only services, a formal Employer of Record is NOT required
 - ✓ **Authorized Representatives completing the vendor only enrollment will be referred to as Employers in EES, however, do not need an EIN (Employer Identification Number)**
4. **Agent:** An Acumen employee who assists the enrollee through the enrollment process
5. **Add Vendor Agreement:** The Individual or Authorized Representative enters the information about the services the vendor will provide into EES. Information includes the vendor(s) name, the service the vendor will be providing and the Expected Start Date.

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 and the only special character allowed is the period (.)
- We recommend using the **firstname.lastname** format
- **Password** (required): Create a password to log into the EES portal
 - Must contain 1 uppercase letter, lowercase letter, number, and special character (e.g. !?%)
 - No more than two repeated characters in a row
 - Password cannot contain three consecutive characters of the first or last name
 - Password cannot contain three consecutive characters of the 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 redirected 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 pre-populated and incorrect, please update to the correct information
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. (dse_na2@docusign.net)
 - 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. You will receive an email confirming that the first phase of registering in EES has been completed
2. An Agent will contact you if any further information is needed after they have reviewed the information received

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/>

Note: Password changes cannot be completed using a mobile device. Please use a desktop or laptop computer to update your password.

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
 - **Sender:** no-reply@acumen2.net
 - Check the spam or junk 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 (e.g. !?%)
 - No more than two repeated characters in a row
 - Password cannot contain three consecutive characters of the first or last name
 - Password cannot contain three consecutive characters of the 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**