

REGISTRATION INSTRUCTIONS

NEPA

ON-LINE ACCOUNT REPORTING SYSTEM

Please note that, since this site is intended for Participants, the registration information required is the Participant's information.

To register for an account:

- Go to <https://www.acesfea.org/nepa/Registration.aspx> using your Internet browser
- Enter ALL of the information required. You will need: Participant's first name, Participant's last name, Participant's home phone number, Participant's last 4 digits of their social security number, Participant's zip code, Participant's consumer number, first and last name of the service facilitator, and an email address.

- Click Submit

- A userID and password will be sent to the email address provided

NOTE: Please disable all website and e-mail blocking agents in order to successfully complete the on-line account reporting system registration.

- Please note further that, for security purposes, each participant account will require a different email address. If you are registering for multiple participants, you will need a distinct email address for each of them.

Please feel free to contact ACES\$ with any questions or concerns using the information below:

Springfield Office:

Local Number: 217-528-7046

Toll Free Illinois Number: 1-877-223-7781

Tinley Park Office:

Local Number: 708-532-3319

Toll Free Illinois Number: 1-877-223-7724