

Dear Participant:

We are pleased to announce that construction has been completed on ACES\$'s Account Information Site. The site will be live as of February 1, 2008. You will be able to view your account information online 24 hours a day, 7 days a week. You'll be able to see what your monthly budget is, how much of it has been spent, and how much is available. You'll also be able to view reports that will show you precisely what was spent on personal support work by month.

To register for an account:

- Go to www.acesfea.org
- Select NEPA Reporting System from the Navigation Menu
- Select Register for Online Account
- Enter ALL of the information required. You will need: Participant name, home phone number, last 4 digits of social security number, zip code, consumer number, name of the service facilitator, and an email address.
- Click Submit
- A userID and password will be sent to the email address provided
- Please note that, since this site is intended for Participants, the registration information required is the Participant's information, i.e. the Participant's home phone, the last 4 digits of the Participant's ss#, etc.
- 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.

To view the online account:

- Go to www.acesfea.org
- Select NEPA Reporting System from the Navigation Menu
- Select View Online Account
- The Account Status Report page will come up automatically. This page will show the consumers and the service facilitators names, a list of personal support workers, the total authorized budget, the amount utilized in the current month, the hours utilized in the current month, and the amount available for the current month.
- To view a usage report for the month, click on the Usage Details Report, select a beginning / ending date from the calendars, and click on View Report. This will show a detailed breakdown of date of service, time in / time out, hours worked, and amount charged to budget for each personal support worker.

Please feel free to contact ACES\$ at our Springfield, Tinley Park, or Pennsylvania offices with any questions or concerns.

Thank you!