Getting Started in eCCPIS - Security

Outline:

- OBTAIN PKI
- REGISTER ON eCCPIS
- EMAIL NASA FORMS AND BILLING CERTIFICATION FORMS
- NASA ASSIGNS RIGHTS FOR USERS

Log-In screen for eCCPIS is below. The menu options available will be displayed on the left side of the screen. The web address is [www.egov.aging.state.il.us](http://www.egov.aging.state.il.us).

Obtain PKI Public Key Infrastructure:

- PKI identification and password are required to log in to the eCCPIS system.
- The PKI Identification is cross-checked with the Secretary of State's office, you must have your Driver's license/State ID to register.
If you have an out of state license, you can download and print a form to mail in to obtain PKI. Any questions contact the PKI customer support at 1-866-465-9119.

Navigate to eCCPIS Website: www.egov.aging.state.il.us, click on menu option ‘Get PKI User ID (In-State)’. You will be redirected to the State of Illinois PKI registration screen and submit online.

Enter the information on the form **EXACTLY** as it appears on your Illinois Driver's license or State of Illinois ID card.

The User Name and Password that you create will be your login for eCCPIS. Do not share this information with anyone else. See PKI FAQ's https://www2.illinois.gov/sites/doit/services/catalog/security/Pages/PKI-FAQs.aspx  this PKI cannot be shared with co-workers as it is linked to your Driver’s license.

Out of State PKI applications must be mailed to:

**Illinois Dept. of Central Management Services**  
**Cyber Security, PKI**  
**201 W. Adams St.**  
**Springfield, IL 62704-5170**
Log-In to eCCPIS to Register

- Click on “Login to IDoA eGov Application” to register on ECCPIS. You will only register the first time logging into the application.
- After you are registered email AGING.InfoTech@illinois.gov your required forms.
- Contact your agency NASA to assign you rights to your contracts.

Navigate to eCCPIS Website: [www.egov.aging.state.il.us](http://www.egov.aging.state.il.us), click on menu option ‘Login to IDoA eGov Application’. Enter your User name and login from the PKI. The registration screen will open.

![Registration Screen](image)

Fields marked with a * are required.

**Agency Name** and **Agency Contract Number** should be entered as exactly as your NASA has registered.

<table>
<thead>
<tr>
<th>User Type Description</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - NASA</td>
<td>NASA access to billing menus and administration menus (full access)</td>
</tr>
<tr>
<td>3 - User</td>
<td>User access to billing menus (billing access)</td>
</tr>
<tr>
<td>9 - NASA Waiver only</td>
<td>NASA for Waiver activities</td>
</tr>
<tr>
<td>0 - NASA NO Waiver</td>
<td>NASA for agency does not include WAIVER activities</td>
</tr>
<tr>
<td>A - User Waiver Only</td>
<td>User access to Waiver Activities (limited access)</td>
</tr>
<tr>
<td>B - User No Waiver</td>
<td>User has rights but does not have access to Waiver activities</td>
</tr>
</tbody>
</table>
NASA – Network Agency Security Administrator

The NASA is the “Super User” at an agency. The NASA will have the ability to grant access to other user's. The NASA form can be obtained from www.egov.aging.state.il.us by clicking on the Get NASA Action Request Form menu option on the left side of the screen.

The form must be signed by the intended NASA and also by the Company Authorized Representative which is the person at your agency that signs your contracts with IDoA at the bottom of the form.

All NASA forms must be emailed to AGING_INFOTECH@ILLINOIS.GOV to be processed.

Each agency can have more than one NASA. If a person with NASA security leaves your agency, please notify IDoA immediately so that they can remove their access to eCCPIS.

Assign User Rights. We highly recommend having more than one NASA.

Only a NASA can assign rights to other users. After the User signs into eCCPIS and completes their registration, the NASA can assign rights by using Menu Option- 'Administration-User IDS – User Access Rights’. Put a % (percent symbol) in last name and it will bring up everyone registered at your agency.
To see a list of all registered users for your agency, you can enter a % (percent symbol) in the last name field and click Submit.

When the user name or list of user names is displayed, choose the user by clicking on the User Code next to the name.

The User information will be displayed. Choose Update to grant rights. Choosing All rights for a contract number will allow data entry in addition to viewing for the contract number specified.