

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.



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, click on menu option ‘**Login to IDoA eGov Application**’. Enter your User name and login from the PKI. The registration screen will open.

Fields marked with a * are required.

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

User Type Description	Definition
2 - NASA	NASA access to billing menus and administration menus (full access)
3 - User	User access to billing menus (billing access)
9 - NASA Waiver only	NASA for Waiver activities
0 - NASA NO Waiver	NASA for agency does not include WAIVER activities
A - User Waiver Only	User access to Waiver Activities (limited access)
B - User No Waiver	User has rights but does not have access to Waiver activities

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.

Illinois Department on Aging
Division of Innovation & Technology
Network Agency Security Administrator (NASA) Action Request

Action Requested

Add New NASA Delete Current NASA Change NASA Information

Network Agency Information

Name of Company Contracting with IDOA:

Name of Company Authorized Representative:

Address: City:

State: Zip Code:

Network Agency Security Administrator Information

Last Name: First Name:

Email Address: Phone Number:

Authorized to maintain access for contract(s). List contracts and select add or delete for each contract.

Contract Number	Add	Delete	Contract Number	Add	Delete
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

I, the undersigned, am hereby advised and understand that State law strictly forbids my use of State of Illinois resources for any purpose other than Official State business. Any unauthorized usage of State resources will be cause for severe disciplinary action. Further, I understand that Illinois statute and Certificate Authority policy prohibits disclosure or discussion of any State customer information or other confidential information with anyone outside the proper authorization level. Further, I am hereby advised and understand the requirements for non-disclosure of any confidential password information acquired by me whether such information pertains to my individual password or the password(s) of others. I will exercise diligence in the safekeeping of password information and will report unauthorized disclosure promptly to the State Certificate Authority.

Company Authorized Representative Signature **Date**

Network Agency Security Administrator (NASA) Signature **Date**

IDOA Contract Department Representative Signature **Date**

IDOA Information Technology Representative Signature **Date**

Please email completed form to Agging.InfoTech@illinois.gov.

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.

eCCPIS
Community Care Program Information System

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USER ACCESS RIGHTS

Enter the fields below and press Submit to search users

User Code

Last Name

To list all active users enter % (percent symbol).

First Name

Agency Name

* Denotes required field

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.

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UPDATE USER INFORMATION

Click a link below to Update user information

User Code	Name	Agency Name	User Type	Agency Type
000000033	billing provider	idoa provider	3-User	4-Provider

Page : 1 of 1

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

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Community Care Program Information System

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VIEW USER ACCESS RIGHTS

Press Update to update access rights of the user

User Code: 000000033 User Type: 3 - User Distinguish Name (DN): [View](#)

First Name: billing Last Name: provider

Work Phone Number: -- Work Email: --

Agency Name: idoa provider Agency Type: 4 - Provider

Agency Contract Number: HHH0207999 Agency Phone Number: -- Agency Fax Number: --

Address Line1: 421

Address Line2: -

City: sp County: Adams-010

State: il Zip Code: 62701

Access Rights Settings	View only rights	All rights
Contract Number(s)		
A009807818	-	<input checked="" type="checkbox"/>
A009912207	-	<input checked="" type="checkbox"/>
H009611732	-	<input checked="" type="checkbox"/>
H009908060	-	<input checked="" type="checkbox"/>
HHH0207999	-	<input checked="" type="checkbox"/>
mmu0107201	-	<input checked="" type="checkbox"/>

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.