# IMPROVING ABE SECURITY

ILOGIN ILPARTNER





Illinois Department of Healthcare and Family Services

# **Multi-Factor Implementation, 2024**

### Who will be affected?

- ABE Customers
- ABE Provider Portal users
- Integrated Eligibility System (IES) Provider users

### Why are we changing?

- Improved protection of private information
- Easier account and password recovery
- Consistency across
   multiple state systems







# **Two Login Processes**

- Illinois Partner Tenant for ABE
   Provider Portal & IES Providers
  - ILogin for ABE Customers



# ILPARTNER – for ABE Partners





# How Will This Change Login?

- ILPartner requires the user ID to be an email account instead of a self-chosen user ID. Use of an email address as your user ID instead of a self-chosen ID, allows the user to reset or change their password when forgotten or compromised and eliminates the current process of creating multiple user IDs. Providers will be required to use their **work email** as the user ID for ABE.
- ILPartner is a 1 email = 1 account security process!
- Some ABE Provider Portal users may have multiple accounts due to forgotten passwords or secret questions, account malfunction, different locations, or different functionalities in ABE.
- All accounts will be merged into a single account even if you have different accounts for different functions. Users will now be allowed to choose multiple functions when creating a new account.





## **Authorized Representative**

- If you are an Authorized Representative for multiple individual, you will need to create different emails for each individual if you will want to apply for benefits for them in the customer ABE portal. The email is only needed for login after initial authentication. You can also use the "No Account" Application submission.
- If you have an Application Agent provider portal account, you can submit many application using your single email account. You are still able to submit an Authorized Representative document for those applications in order to receive mail for those accounts.
- We are exploring enhancements to accommodate for Authorized Representatives managing multiple individuals.





## **Go-Live Day**

• On the Go Live date for the new ILPartner login process, active ABE users, meaning those that have logged into the system within the last 6 months, received an email from the State of Illinois requiring them to begin the process of creating their new ILPartner account. This happened after hours on 9/27/24.

From	Subject Received
soi.no-reply@illinois.gov	IES Provider or ABE Provider ACTION REQUIRED: Complete your Legal Consent and email just now

- This email included an activation link with instructions on how to complete the ILPartner account creation. *The email link was valid for 7 days only!*
- After the initial mass migration of users, this process will be triggered when the Primary Agency Security Administrator (P)ASA at your organization sends a 1706P request to your HFS Liaison. The HFS Liaison will request account creation which will trigger the email to the end user.
- In 2025, we expect to launch a new request and tracking system called SecZetta.





#### IL PARTNER

## **Activation Link**

The email received will have your User ID (work email) included. A public domain email cannot be used for the ABE Provider Portal or the IES External Worker Portal. Click on the Activate ILPartner Account link to begin account creation. New users will need to register in ABE after signing in with their ILPartner account. New users will need the organization provider ID number to complete the registration process.

The email link will be valid for 7 days only!

#### 

State of Illinois ILPartner Account

You will need to complete the activation and configuration of your account via the activation link below.

When requested to setup your Multi-Factor Authentication (MFA), it is suggested you setup at least two authentication methods. If one is not available, you have the option to switch to another method without contacting the support team. Okta Verify is a

Click the following link to activate your account:



This link expires in 7 days.

The State of Illinois ILPartner sign-in page is https://ilpartner.illinois.gov





If you experience difficulties accessing your account, please visit the DoIT Report a Problem page for assistance.

## **Already Have an ILPartner Account?**

If you already have an ILPartner account, the ABE Application will be added to that account when a request is sent from HFS to the ILPartner Support Team. You will receive an email confirming that it has been added. If you are new to ABE, you will need to register in the ABE Provider Portal and be approved by an administrator to complete the ABE access process before completing tasks in ABE.

# 

#### Welcome to the State of Illinois ABE Provider application

Hi {{attribute.personal\_first\_name}},

You have been approved to access the ABE application via the State of Illinois ILPartner secure authentication service. We have identified you have an existing ILPartner account. Please use it to login and access the ABE Provider application. Your username is: {{attribute.personal\_email}}

You can proceed to the ABE Provider Portal to complete your registration using this link. https://hfs.illinois.gov/medicalproviders/abe\_asa/asasubmit.html

If you experience difficulties accessing your ILPartner account, you can send a help request to your system administrator using the link: https://illinoisgov.okta.com/help/login

This is an automatically generated message from State of Illinois. Replies are not monitored or answered.



## Creating an ILPartner Account

First create a password using the criteria specified. Next you will select your MFA method for your IL Partner Account. It is best practice to create two MFA methods so if one fails or is not available, the other can be used.

<ul> <li>A lowercase letter</li> </ul>	
<ul> <li>An uppercase letter</li> </ul>	
A number	
A symbol	
No parts of your userna	ame
Does not include your	first name
Does not include your I	ast name
Enter password	0
Re-enter password	
•••••	0
Passwords must match	1
Next	

#### Set up security methods

Security methods help protect your Okta account by ensuring only you have access.

#### Set up required



Google Authenticator Enter a temporary code generated from the Google Authenticator app.

Used for access

Set up →



Okta Verify

Okta Verify is an authenticator app, installed on your phone, used to prove your identity

Used for access or recovery

Set up →



Verify with a code sent to your phone Used for access or recovery





# Logging Into ABE

After creating their ILPartner Account, *migrated* users will log in to ABE using the second button, and then be taken to ILPartner to complete sign in.

ABE Provider Access		
All Provider Portal users are req Account and register in ABE. If y Account, talk with your organiza Administrator.	quired to create an IL Partner you do not have an IL Partner ation Agency Security	An ABE Provider Portal Account allows you to: ✓ Submit Report of Birth - Hospitals only ✓ Submit and check status of ABE applications
ABE Provider Registration     an IL Partner Account	I am a first time user and have	✓ Upload supporting documents for customers
ABE Provider Login I have a and have an IL Partner Account	e already completed registration ount	

Exit

Next



## **Login After Setup:**

On ABE screen click on ABE Provider Login then click on ABE Sign In; you will be taken to IL Partner for Login



### RENTER PARTNER Enter Password

Verify with your password
Password

Verify
Forgot password?

Verify with something else

Back to sign in

### IL PARTNER Security Method Chosen

R Testy14@mailinator.com

#### Verify with your phone

Send a code via SMS to **+1 XXX-XXX-2640**. Carrier messaging charges may apply

#### Receive a code via SMS

Receive a voice call instead

#### Back to sign in

#### 

#### **Enter Code Received**

A Margaret.IES.ASA@illinois.gov

#### Verify with your phone

A code was sent to +1 XXX-XXX-2640. Enter the code below to verify. Carrier messaging charges may apply

#### Enter Code

639360

Verify

# Account Complete!

- Once MFA methods have been chosen, the IL Partner account creation process is complete, and the ABE application is added to your IL Partner account. This IL Partner account can be used for other State of Illinois's applications that use IL Partner as a login method such as IMPACT or IES, if you are using the same email. If you already have an ILPartner account using the same email, you will get a different activation email.
- To load organizations and new PASAs after the initial migration, the organization Primary Agency Security Administrator will need to submit the <u>Request for Primary Agency</u> <u>Security Administrator</u> Approval and complete a 1706P form, this will trigger the activation email to be sent.
- In the future we will be adding a new tracking system where requests will be submitted for *all* new users, and this is what will trigger ABE or IES account creation.





## **New ABE User Requests**

- Complete the <u>1706P Form</u> when you want the ABE "chiclet" triggered for a new ABE user at your organization. Remember, new PASAs will still need to go to the ABE Provider Portal Registration page to complete the <u>Request for ABE Primary Agency Security Administrator Approval</u>.
   Once the HFS Global Security Administrator has approve the PASA, the PASA will be able to approve all of their new ABE users. The 1706P will *only trigger* the initiation of the ABE chiclet email, <u>the user</u> must create their ILPartner account and their ABE Account if they are new to ABE.
- Send the 1706P to:
  - Hospitals Report of Birth: <u>HFS.ABEpartnerportal@illinois.gov</u>

The 1706P may first need to be downloaded and saved and then reopened in order to enter data!

- Approved MPE/FPPE Provider with a current Agreement: <u>HFS.MPE.FPproviders@illinois.gov</u>
- Approved Application Agents with a current Agreement: <u>HFS.ApplicationAssisters@illinois.gov</u>
- LTC Providers: <u>HFS.LTC-ABERequest@illinois.gov</u>



## **New Users**

After ILPartner account creation new users will choose ABE Provider Registration to finish their ABE Account creation.

#### **ABE Provider Access**

All Provider Portal users are required to create an IL Partner Account and register in ABE. If you do not have an IL Partner Account, talk with your organization Agency Security Administrator.

- ABE Provider Registration I am a first time user and have an IL Partner Account
- ABE Provider Login I have already completed registration and have an IL Partner Account

- An ABE Provider Portal Account allows you to:
  - ✓ Submit Report of Birth Hospitals only
  - ✓ Submit and check status of ABE applications
  - ✓ Upload supporting documents for customers
  - ✓ Submit MPE or FPPE applications

Exit

Next



## **New Provider Portal User Registration**

— Section 1 - User Information ————————————————————————————————————								
∗ First Name :	Margarette		* Please select the type of user that you are.					
Middle Initial :			Hospital Providers I am a regular user for a provider that is certified to submit a Report of Birth.					
∗ Last Name :	HFSTest		<ul> <li>I am a regular user for a provider that is certified to submit Health Coverage</li> <li>I am a regular user for a provider that is certified to submit Hospital Presumption</li> </ul>	applications. btive Eligibility (HPE) applications.				
<b>∗</b> Date of Birth :	08/09/1970 Ex: mm	ı/dd/yyyy	I am a designated agency security administrator for a Hospital that is certified Medicaid Presumptive Eligibility Providers	d to submit a Report of Birth.				
* Business Email Address :	HFSROBASA-MD@maili	inator.com	I am the designated agency security administrator for a provider that is certified to submit Medicaid Presumptive Eligibility (MPE) applications and Family Planning Presumptive Eligibility (FPPE) applications.					
* Address :	300 main st		I am a regular user for a provider that is certified to submit Medicaid Presumptive Eligibility (MPE) applications and Family Planning Presumptive Eligibility (FPPE) applications.					
	[		All Kids Providers					
* City :	Quincy	Section 2 - Organization Information	I am the designated agency security administrator for a provider that is certing	ied to submit ABE applications.				
* State :	Illinois	Please enter the Provider ID(s) associated with the location, you must enter a Provider ID that is assist Provider IDs, please enter the first ID and then cli	ne privilege(s) you have selected above. In order to receive access to a provider igned each of the privileges you have selected. If you need access to multiple ick the 'Add' button to add another ID. If you add a box in error, please click the	to upload documents.				
∗ Zip Code :	62301	'Delete' button to remove it. Your account will nee you can log back in and access the locations whe						
* Phone Number :	460454544	* Provider ID						
I understand that state and federal laws require that information replicibility or ABE programs be safeguarded from unauthorized use		Delete						
1		Add						
	l			J				

Submit



# Troubleshooting

#### What if I let my email expire?

If you miss the activation seven-day window and your email verification link or account activation link no longer work, please contact <u>Report a Problem with ILogin</u>

#### What if I forget my username?

In ILPartner, your username is the email address

you used during account creation. Your email will also show it.

#### What if I forgot my password?

During the ILPartner login process, expand the "Need Help?" and click on the "Forgot your password?" link. You will be asked to enter your current email address/Username and select a security option to verify your identity (SMS, Voice Call, or Email). The system will then prompt you for your new password. Once your new password has been accepted, you will perform the MFA method you chose and then you will be able to login.



# Helpful Links:

ILPartner Question & Answers page. ILPartner Help Page ILPartner/ILogin Help Desk

After the transition <u>ILPartner/ILogin Help Desk</u> will be your access support for any login issues. Do NOT call the Help Desk – submit ticket via email.

An updates guide to ABE Manage My Case (MMC) will be available on LTSS and HFS Application Agent pages soon!





# ILogin – for ABE Customers





## **ABE Customer Accounts**

- Customer account creation will require an email as the User ID instead of a self-chosen ID.
- There are several email providers who offer free email accounts for those that may not have an email account. Please note that these providers are not partners with the State of Illinois, and email messages are not stored in State of Illinois systems.
  - Gmail: https://www.google.com/gmail/about
  - Yahoo Mail: https://login.yahoo.com/account/create
  - Microsoft Live Hotmail:https://outlook.live.com/owa



### **Alternatives to Creating ILogin Accounts**

Customers that do not want to create an email will have the option on ABE to submit an application without an account. This will be a single session application without the option to return at a later time or to upload support documents. This option would be similar to sending in an application.

Other options include:

- Referral to an <u>HFS Application Agent</u>
- Submission of a paper application
- Calling the ABE Customer Call Center at(800) 843-6154
- Going to a Family Community Resource Center

Customers must have an ILogin Account to use Manage My Case for account management. No matter the way an application is submitted, customers may *always* return to ABE later to create an ILogin and link their account to Manage My Case.



## First time Login: ILogin and ABE

Initial access and setup will be a 3-step process: Create, Connect, Choose. Create and Connect is only required one time. Once the Create and Connect processes are complete, a returning user will choose ABE Sign In. To begin, click on Create an ILOGIN Account I do not have an ILogin account with State of Illinois.

#### ABE Access



### **Customers:**



Español C Login

ILogin - A new way to log in to ABE and Manage My Case, is coming soon! For more information visit the ABE Customer Support Center.

From ABE.Illinois.gov choose: Apply for Benefits Login Manage My Case

#### Welcome to ABE

😰 An official site of the State of Illinois | J.B. Pritzker, Governor

Helping people in Illinois lead healthy and independent lives

Use this site to apply for and manage your healthcare, food, and cash assistance benefits.

Check if I Should Apply

Apply for Benefits

Manage My Case

Check if I Should Apply for Summer EBT

Watch the ABE banner for a link to more information and Q & A!





Healthcare and Family Services

#### 2. Log hr Verification email sent To finish signing in, check your email. Back to sign in State of Illinois 3 Hi John. An ILogin account has been created. Your username is abeuser111deloitte@mailinator.com You will need to complete the activation and configuration of your account via the activation link below. When requested to setup your Multi-Factor Authentication (MFA), it is suggested you setup at least two authentication methods. If one is not available, you have the option to switch to another method without contacting the support team. Okto Verify is a preferred method. Click the following link to activate your account: This link expires in 7 days. The State of Illinois Login sign-in page is https://login-dev.llinois.gov

**<u>Create</u>** an **ILogin Account** 

1. ILogin account creation page displays, and customer enters information.

2.Customer chooses email for verification - email sent

3.Click on link in email - good for 7 days

# **Choosing Security Method**

The 4<sup>th</sup> and final step to setting up an ILogin Account is to choose your Multi-Factor Authentication Security Method. Setting up two methods is recommended but not required. Methods that can be chosen are:

- a) Google Authenticator
- b) Okta Verify
- c) Phone mobile call or text, or call to a landline
- d) Security Question new option, only available to customers, not Providers\*

\*Security Question will not be accepted at other state sites as an acceptable security method – customers will be prompted to create a different method.





### **Connect** ILogin Account to ABE

Next

information.

- After ILogin Account creation and MFA setup user returns to ABE Access screen.
- Next step is to Connect an ABE Profile
- Note: the ILogin option is greyed out since the user is logged in.

#### ABE Access



Conne	Connect an ABE Profile								
Enter yo	inter your current ABE user ID and password:								
	• User ID								
	Password								
	Next								
VOUL									
you	I have never had or cannot remember my ABE login information								
	User enters known User ID and Password								
	or clicks on link in blue if they have never								
	had or do not remember ABE login								

Exit



## **Choose ABE Activity**

After the ILogin account is created and connected to an ABE Profile, the customer can choose an activity

Connect an ABE Profile Success! Your ILogin Account Testy12@mailinator.com is connected to ABE.	Hello, Jamie. You are logged in.
	Apply For Benefits         Welcomel Please click one of the buttons to tell us what you would like to do. Then click the Next button at the bottom of the page.         Start a new application for Health care coverage, SNAP, Cash Assistance, and/or Medicare Savings Program. For most people, it will take approximately 30 minutes to fill out the application.         Keep working on an application that you have already started.         Check the status or view an application that you have already submitted.         Heil or Manage My Case         File or Manage an Appeal         As you apply for benefits, please do not use the Forward, Back or Stop buttons on your web browser to move from page to page. Instead, use the buttons on this website.         Note: You will be logged out after 15 minutes of inactivity.         If you have technical difficulties using this website, please Report Technical Difficulties

\*\*Manage My Case will continue to require account linking and Identity Proofing.



# Logging in Later

The customer will choose the last button on the login screen. This will take the user to the ILogin page



Illinois Department of Healthcare and Family Services

ABE Access

### ILogin after clicking verify you will go back to ABE :





### **Sneak Peak: No Account Application**

				- Fraud Penalty /	Amidavit —			
Apply For Benefits Request f Suppleme	for Cash Assistance - I ental Nutrition Assistar	Medical Assistance nce Program (SNAF	- >)	Before you will certification of y I understand that false or misleading	be able to con your understant the information ng information	mplete the online application, you must read the following Pe anding and acceptance. In on this form is subject to verification by federal, state, and local I may be subject to criminal or civil prosecution.	ənalty Affidavit and pro	ovide ly give
Cash - 💲	Medical - 다	SNAP -		I also understand disqualified from * D By checki	I that I may be program partion ng this box you	prosecuted for fraud, be required to repay the amount wrongfully cipation. I understand I may be asked to show proof of any inform u are certifying that you have read, understand and accept the pe	/ received and/or be nation I have given. enalty statement above.	
You have the rig	ght to submit your application with only Name, Addr	ess and Signature.		Report fraud for	Cash, SNAP 8	Healthcare Coverage		
You may avoid	delays in processing your applications by filling out	as much information as possible.						
The date we re- application is fil date of the app	ceive your application is your application date which led online after close of business (such as weekend Approved Representative	a affects the date your benefits will start. If th , holidays, or after 5:00 PM on business day	e s) , the	Electronic Attern I have agreed to penalties of perju	— Final Ste	ps – Read Entire Page! Congratulations, your application was successfully submitted! Here are your next steps:	I	
NOTE: Please     to move within	You can choose an Approved Representative by give permission for this person (1) to sign your ap (3) to act for you on all matters with this agency.	completing and signing this section. An approplication for you, (2) to receive official information	ved representative means yc tion about this application, a	tollowing: • I u • I h		Your Application Tracking Number is : AS1Lc2ubdNob28. Write down your application number or print your application f	J for your records.	
	It is not necessary to be an Approved Representa	tive to help someone complete this application	n to apply for benefits.	• I u en	You will als	o need to talk with a worker by phone or in person if required by	the department.	
— Applicant Informati	If you have an approved representative, complete	the following:				Fu	II Application PDF:	Print My Application
* First Name:	Approved Representative First Name:			∗□ By checki	-	What to Expect Next		
Former Name, if any:	Approved Representative Last Name:			<b>∗</b> First Name:	?	You can also contact the DHS Help Line at 1-800-843-6154 it information like a change in address.	f you have a question or	r need to report new
Present Address: * Address:	Organization Name:	IC at	# if plicable:			Print a copy of our "What's Next Guide". This will give you he while you wait for your application to be processed.	alpful information	Print What's Next Guide
	Address:							
		Apar	tment Number:		— Illinois Ve	oter Registration —		
	City:	State: Zip Coc	e: County:		<ul> <li>If you or forms ar</li> <li>E</li> </ul>	a family member are a U.S. citizen age 18 or older and would like d give it to your DHS office or your local election official. nglish Illinois Voter Registration Application SBE R-19 (PDF)	e to register to vote, fill o	out one of the below
	$\Box$ I am giving this person above permission to ac	ct as an Approved Representative on my beha	lf.		• S	panish Illinois Voter Registration Application SBE R-19 (PDF)		
	First Name:	Middle Initial: Last Name:			<ul> <li>For help the Help www.ele</li> </ul>	filling it out or for translation services, contact your DHS Family C line at 1-800-843-6154, or 1-866-324-5553 (for TTY). For informal ctions.il.gov.	Community Resource Co tion online, see www.dh	enter. You may also call ss.state.il.us or



## **Questions from the Field on No Account Application**

- Where does the Application go?
- The Applications will be sorted by address and zip code and drop into the appropriate office Caseworker queue as if it were a paper application.
- Is there tracking?
- Yes, though not a "T" Number as given for a standard ABE application. The number will start with AS, for example AS75aae5a323saa. Lookup will be easier by name, Dob, etc.
- Will it be handled as quickly as other ABE submissions?
- Yes, same rules will apply!
- Can an MMC account be created if we use this application?
- Yes, an ILogin ABE Account can always be created later and account information can be linked in MMC.



### Submitting a Ticket for ILPartner or ILogin Account Assistance

 Include required information and short description of problem – do NOT include SSNs, passwords, or any other private information in your ticket!

Name *		
e.g. First Last		
E-Mail *		
Phone *		
XXX-XXX-XXXX		
Ext.		
Problem Details		

**Requestor Information** 





# **Helpful Links:**

<u>Creating an ILogin & ABE User Account</u> <u>ILogin Questions & Answers for ABE Customers</u> <u>IDHS: ABE Customer Support (state.il.us)</u> <u>ILogin Help Desk</u>

After the transition <u>ILogin Help Desk</u> will be your access support for any login issues.

An updates guide to ABE Manage My Case (MMC) will be available on LTSS and HFS Application Agent pages soon!

