



This Job Aid is designed to help you understand the tasks and responsibilities of the ABE Agency Security Administrator (ASA)



## ASA Responsibilities

Each Partner organization that will use the [Application for Benefits Eligibility \(ABE\)](#) Partner Portal must select a senior staff member to serve as the organization's **Primary ABE Agency Security Administrator (ASA)**. The Primary ASA serves as the HFS point of contact regarding the organization's ABE participation, and will be responsible for administering the ABE security protocols at their agency. The Primary ASA:

- Will enter their ABE Partner Portal account information as well as agency/hospital information on the [ABE ASA Request SharePoint site](#).
- Is responsible for designating another staff member for this position should they leave the agency (**before leaving!**)
- Will submit a deactivation request and direct the new Primary ASA to submit their ABE Partner Portal account and hospital/agency information on the [ABE ASA Request SharePoint site](#).
- May designate four additional agency staff as ASAs
- Approves Partner Portal 'Regular Users' from the agency
- Maintains 1706P records for all Partner Portal Users at the agency
- Terminates ABE Partner Portal access when staff leave the agency or are otherwise determined to no longer need access
- All ASAs are also able to perform the same functions in the Portal as a 'Regular User' for their User Type
- All ASAs can view **ALL** Applications and/or Birth Reports submitted from their agency

## ASA Registration Overview

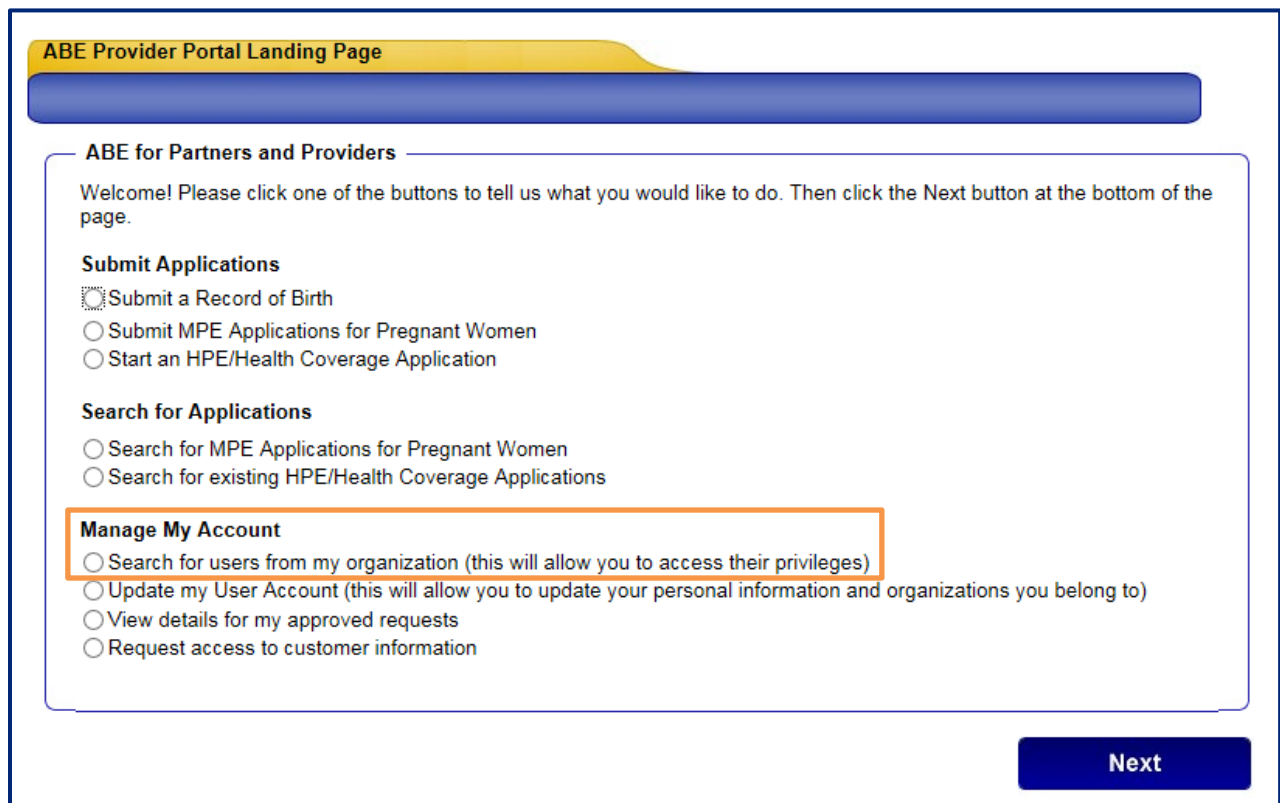
1. The Primary ASA should be the first person from the organization or location to register in [ABE](#) (refer to the **Creating an ABE Partner Portal Account Job Aid** for assistance). When completing the registration screen, indicate that you are the designated security administrator in the **Type of User** section.
2. After Registration, the Primary ASA will then go to: [ABE ASA Request SharePoint site](#). and enter individual and agency/hospital information.
3. The HFS Business Unit will approve the account and the HFS Global Security Administrator (GSA) will grant access to the Portal. The Primary ASA will get an auto-notification e-mail indicating that their registration has been approved
4. The ASA should then invite the organization's remaining users to set up their own ABE Partner Portal Accounts
5. ASAs should verify the identity of each ABE Partner Portal user by reviewing a valid picture ID.  
Valid forms of identification include:
  - Current and valid US driver's license or state identity card

- US passport
- US military identification
- Certificate of citizenship or naturalization, and various immigration forms for non-US citizens.

6. It is critical that all users remember their username and password as well as the answers to their security questions. Users will not be able to change their password or make other changes to their account if they do not have that information.

## Step by Step:

1. The ASA will use the Manage My Account feature in ABE to approve each ABE user. As an ASA you will see this option that 'regular users' do not see in this section. Under **Manage My Account** select **Search for users from my organization**. Click **[Next]**. The **Search Criteria** page displays.



**ABE Provider Portal Landing Page**

**ABE for Partners and Providers**

Welcome! 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.

**Submit Applications**

- Submit a Record of Birth
- Submit MPE Applications for Pregnant Women
- Start an HPE/Health Coverage Application

**Search for Applications**

- Search for MPE Applications for Pregnant Women
- Search for existing HPE/Health Coverage Applications

**Manage My Account**

- Search for users from my organization (this will allow you to access their privileges)
- Update my User Account (this will allow you to update your personal information and organizations you belong to)
- View details for my approved requests
- Request access to customer information

**Next**

2. **Search for Users.** Enter information for the user. Click **[Next]**. You do not need to enter full name and birthdate, but the more information entered the fewer user names will display and the quicker your Search Results will come up.

**Search for Users**  
In order to search for users, please use the search criteria below.

**Search Criteria**

First Name:   Starts With  Exact

Middle Initial:

Last Name:   Starts With  Exact

Date of Birth:  Ex: mm/dd/yyyy

Type of Users:

[View a definition of each type of user.](#)

\* Agency:  QUINCY MEDICAL GROUP KEOKUK AF

3. **Search Results Display.** Names that meet the search criteria entered will display. All new staff will display as **“New”** under **Type of User**. Click the **[Go]** button next to the user’s name in the list to change **Type of User**.

**User Search Results**

**Search Criteria**

First Name: **M** Date of Birth:  
Middle Initial: Middle Initial: Type of User: **All**  
Last Name: **s** Agencies: **QUINCY MEDICAL GROUP KEOKUK AF**

**Search Results**

Select the user you wish to view and click the **GO** button.

Name	Type of User	Date of Birth	Select
Smith, Melissa	New	10/01/1992	Go

4. The User Access Detail screen displays. When the User Access Details page displays, the default of [No Access] will display for a new user. Select the **Make all View/Enter/Submit** option in middle box, or View/Enter/Submit in bottom box. you may also choose to make this person an Administrator by checking the box on the bottom left. Click [Submit]. [If the staff member leaves the organization, be sure to revisit this section and change the user’s profile to **Remove this user permanently**.

The screenshot shows the 'User Access Details' form. The 'User Details' section contains the following information: Name: Smith, Melissa; Date of Birth: 10/01/1992; Address: 111 S Wacker Dr, Chicago IL 60606. The 'Types of Access' section has a dropdown menu with three options: 'Make all View Only', 'Make all View/Enter/Submit' (circled in orange), and 'Make all No Access'. There is also a checkbox for 'Remove this user permanently'. Below this, there is a section for 'QUINCY MEDICAL GROUP KEOKUK AF (3/1206525029-0)' with a dropdown menu showing 'View Only', 'View/Enter/Submit' (circled in orange), and 'No Access'. A checkbox is present for 'Make this user an administrator for this location'. At the bottom, there are 'Back' and 'Submit' buttons.

5. Updated User Type is Displayed. You will not get a confirmation message, but the User will now display as an existing user on their User Access Details screen. Any time you need to change the Users access you will select the [Go] button for the chosen User.

The screenshot shows the 'User Search Results' form. The 'Search Criteria' section includes: First Name: M; Middle Initial: ; Last Name: s; Date of Birth: ; Type of User: All; Agencies: QUINCY MEDICAL GROUP KEOKUK AF. The 'Search Results' section contains a table with the following data:

Name	Type of User	Date of Birth	Select
Smith, Melissa	Existing	10/01/1992	Go

The 'Existing' text in the table is circled in orange. A 'Back' button is located at the bottom right.

6. The staff member is now able to login and use ABE to submit applications/enrollments/birth reports or documents depending on their user type.
7. Make sure that a [ABE Partner Portal Registration Form 1706P](#) has been submitted to the ASA for every ABE user at your agency/facility/organization.

It is the responsibility of the **Primary ASA** to maintain an accurate user list and keep copies of each user's: **Registration Form, Identity Verification (picture ID)** and **Training Attestations (if required for your user type)** on file at your agency.

**\*\*Remember to keep HFS informed of any Primary ASA changes at your organization.!**

### Thank you!

Thank you for taking the time to review this Job Aid and learn more about ABE - the Application for Benefits Eligibility. We hope you will find it a useful tool.

If you have any questions about using ABE, please e-mail them to [HFS.ABEPartnerPortal@Illinois.gov](mailto:HFS.ABEPartnerPortal@Illinois.gov)