



# EIM/ESM CBT Refresher Job Aid

The Commonwealth’s PACE Learning Management System (LMS) provides access to all EIM/ESM online and instructor-led training. Online courses are taken to fulfill Cost Reimbursement and Unit Rate Billing training requirements. They can be taken at any other time as a refresher.

This job aid steps *existing* EIM/ESM users through how to access CBT online courses.

## Access PACE

1. Access the PACE web page via this link: <http://www.pace.state.ma.us/vg>
2. Log into PACE using the PACE user ID and password provided to you.

**Note:** Your PACE ID is *not* the same as your Virtual Gateway Security ID. Your PACE ID is typically (but not always) your last name followed by the first two initials of your first name (e.g., smithja for James Smith).

- If you have forgotten your password, please click the **Forgot Password?** link on the PACE web page.
- If you have forgotten your user name, please click on the **Forgot Login?** link on the PACE web page.
- If you continue to have problems logging in, please contact our training team at: [VirtualGatewayTraining@state.ma.us](mailto:VirtualGatewayTraining@state.ma.us) or 800-421-0938, Option 4.

## Access EIM/ESM online billing courses

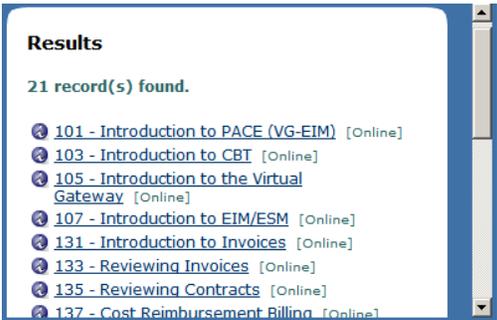
1. Click 
2. Click 
3. Search using the Keyword EIM.



Topic:

Keywords:

4. Scroll down in the Results screen to see all available courses.



**Results**

21 record(s) found.

- 101 - Introduction to PACE (VG-EIM) [Online]
- 103 - Introduction to CBT [Online]
- 105 - Introduction to the Virtual Gateway [Online]
- 107 - Introduction to EIM/ESM [Online]
- 131 - Introduction to Invoices [Online]
- 133 - Reviewing Invoices [Online]
- 135 - Reviewing Contracts [Online]
- 137 - Cost Reimbursement Billing [Online]

**Note:**

- Online courses are displayed as [links](#) and have **[Online]** next to the course name
- Take courses in sequence where possible



# EIM/ESM CBT Refresher Job Aid

Access EIM/ESM online billing courses (continued)

5. Select the link for the course you wish to take.

*The Course Description page will display:*



6. Click on the Take Course button.

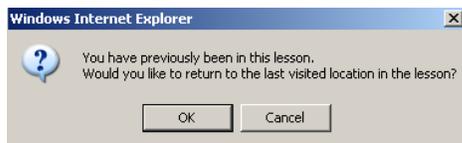
**Important:** You must allow popups for this site in order to take the online courses.

*The course window with a link to the course will display.*



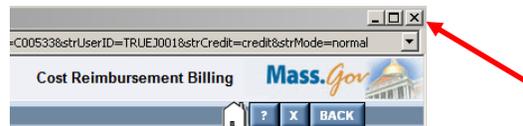
7. Click on the course link to start the online course. If you see the following message, you can

- Select **OK** to pick up where you previously left off or...
- Select **Cancel** to start the course from the beginning



8. Take the course. You can either select individual modules within the course or take the entire course from beginning to end. You do not need to complete the quizzes at the end of the course.

9. Close the course at any time by selecting the **X** in the upper right corner.



*The Course Description page will display again.*

10. Click the [Return to Course Catalog](#) link to return to the list of online courses.