1. Log into acumen.dcisoftware.com with your username and password
2. On the Home Page, Click **Employer** on the main menu
3. Select **Entries Requiring Sign Off** on the submenu
   a. All entries/invoices requiring review/action appear in the table
4. All vendor payments requiring sign off will be listed at the bottom of the page
5. Click on the **entry id hyperlink** to open the details page
6. Scroll and find the tab for **invoice attachments** to view or download the invoice for review. _Ensure the invoice is correct before you move to the next step._
7. **Check the box** for the entry to sign off on (you can select all to sign off or reject on all entries)
8. Select "S" to Sign Off or "R" to Reject the Vendor Entry
   a. Select the **"S"** to SIGN OFF on the invoice (after you confirmed everything is correct)
   b. Select the **"R"** to reject the entry.
   c. **Note**: If you reject an entry, please reach out to the vendor so they can resubmit the payment entry correctly.
9. An alert will ask to confirm you would like to **Sign off** on or **Reject** the entry. Select **Yes** to Confirm.
10. A green bar will appear confirming the sign off.