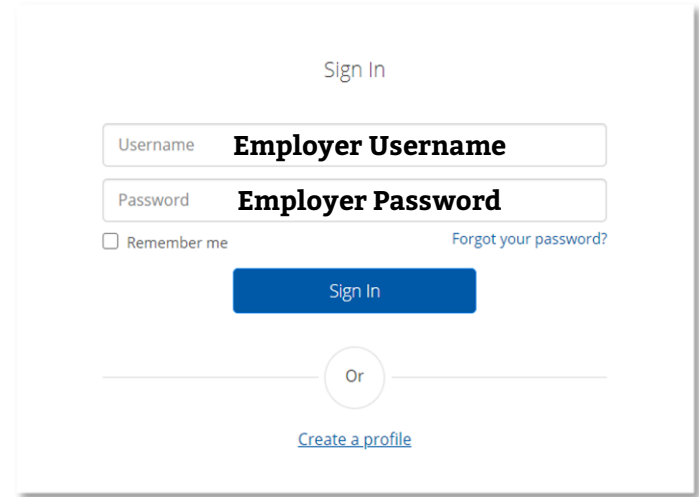# Approving Pending Entries

Accessing the DCI Web Portal

1. Open up an Internet Browser on a computer or mobile device

2. Navigate to the DCI Web Portal

3. Enter Employer Username and Password

4. Utilize Forgot Password link if necessary*

   *   Requires email to be on file

5. Contact Customer Service with login issues

Sign In

| Username | **Employer Username** |
| Password | **Employer Password** |

☐ Remember me   Forgot your password?

Sign In

Or

Create a profile

Approve Pending Entries (Computer/Laptop)

Pending Entries is the landing page

- What shows up here?
  - Any punch that requires approval
- Scroll down to view list of Entries
  - Review each entry and Approve or Reject
 - Click any entry for more detail
- If Rejected, inform Employee to re-enter time correctly via DCI Portal

Approve	Id ▼	Service Date	Start Time	End Time
A R	3596	May 08, 2019	05:00 AM	11:00 AM

⬆ **Click Here to Approve Punch**

Approve	Id	Service Date	Start Time	End Time
A R	1448	Feb 08, 2019	08:35 AM	04:45 PM

⬆ **Click Here to Reject Punch**

How to Approve Pending Entries (Phone/Tablet)

1. Entries page is first page shown

   • No records will be displayed

2. Select Menu button in top right corner

   • Then select Pending Entries

3. Select each Pending Entry to review

   • Approve or Reject as needed

4. If Rejected, inform Employee to re-enter time correctly

5. Refresh Pending Entries page to ensure all entries are complete
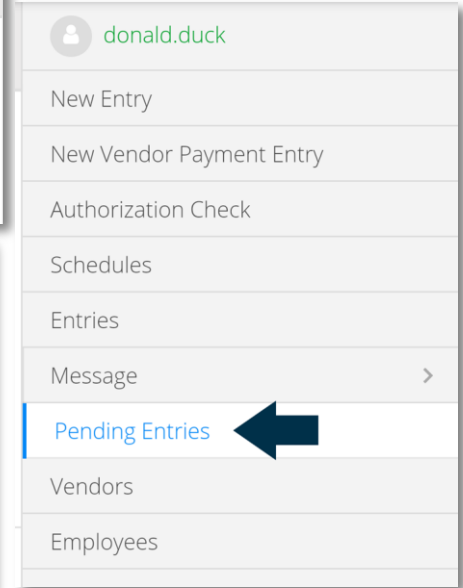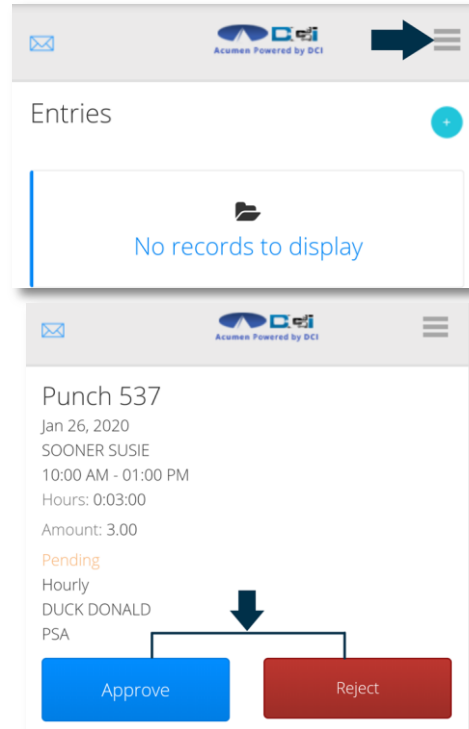
Where to go for help?

- **Utilize our DCI Training Materials for more help**
    - This will give you a full list of Training Materials for DCI

- **Contact your Customer Service for more help**

NC Phone: (877) 901-5827

WI Phone: (877) 901-5826

acumenfiscalagent.zendesk.com

Thank you!

Visit the **Help Center** to learn more at:
acumenfiscalagent.zendesk.com