

How to Install The DCI Mobile App

Presented By: Acumen
Fiscal Agent



Acumen Fiscal Agent

Innovation • Opportunity • Freedom



OUR MISSION

Acumen Fiscal Agent facilitates freedom, choice and opportunity through innovative fiscal agent solutions.

DCI Mobile App Basics

- The DCI App is used for Employee real-time entries
- Can be downloaded on a mobile device or tablet
- Use for clocking in & out
- Quick & easy
- View all entries including status & details



Download DCI Mobile EVV

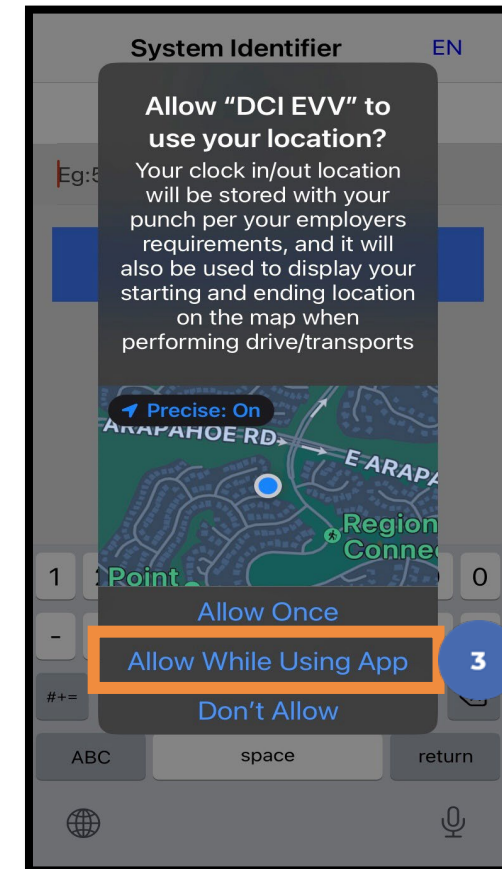
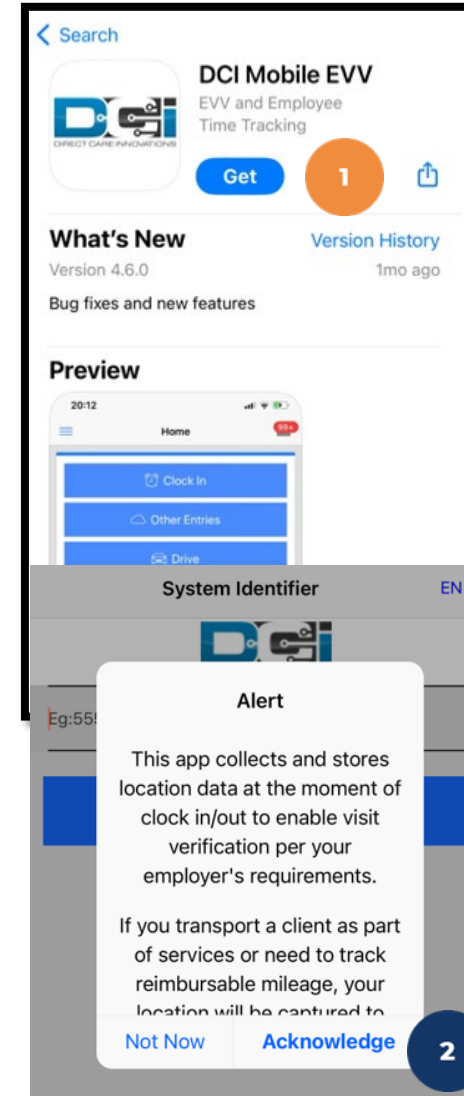
1. [Download](#) the **DCI Mobile EVV** App



2. Select Acknowledge on the Alert
 - The alert states the app collects and stores location data at clock in and clock out, if you transport a client as part of services and/or need to track reimbursable mileage
3. Select **Allow While Using App** only when accessing the app for the first time or after a new download to give the app access to the device's location
 - Location is only captured at clock in & out

***Please note!**

- There is more than one DCI app available. Please be sure to select the one labeled **DCI Mobile EVV**.
- Users may need to set app permissions. Media access is not necessary.



Initial Agency Selection

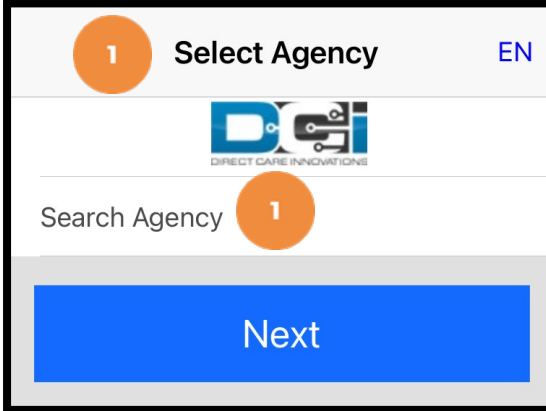
1. After downloading the app, the Select Agency screen appears with a Search Agency field.
2. Type at least three consecutive characters of the agency name OR the system identifier in the Search Agency field.
 - ❖ Acumen – All Other States & Programs (including Kansas Helpers) – 228636
 - ❖ Acumen – North Carolina (NC CAP Only) & Wisconsin – 2015 (formerly Outreach)
 - ❖ The consecutive characters can be located anywhere in the agency name or system identifier

3. **Select the agency**

from the list

4. Click the blue **Next** button

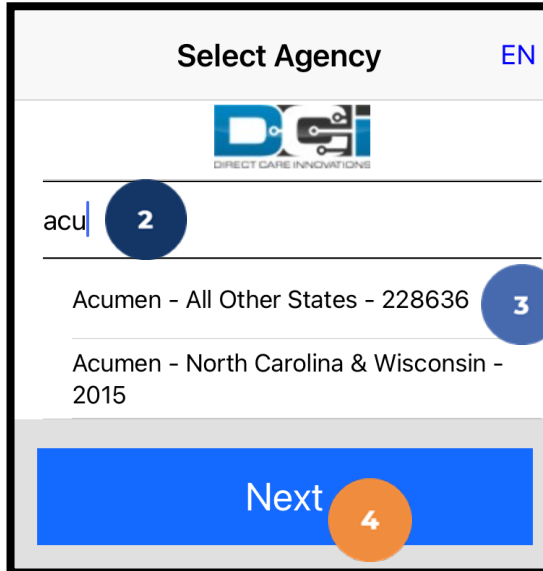
5. The agency is now selected and appears on the login screen



1 Select Agency EN

Search Agency 1

Next



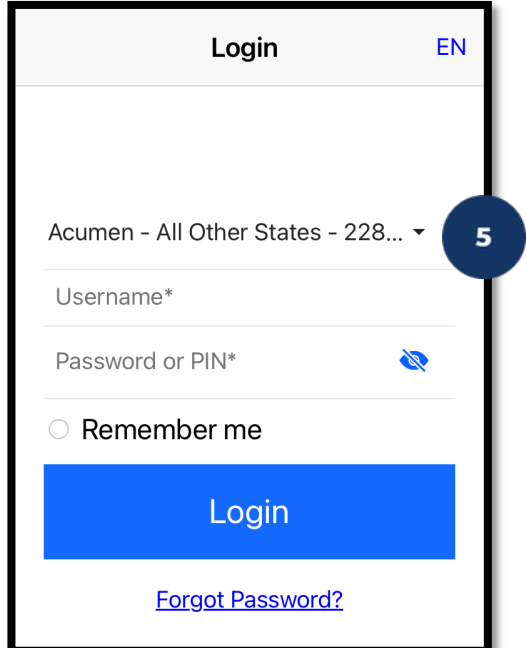
Select Agency EN

acu 2

Acumen - All Other States - 228636 3

Acumen - North Carolina & Wisconsin - 2015


Next 4



Login EN

Acumen - All Other States - 228... 5

Username*

Password or PIN* 

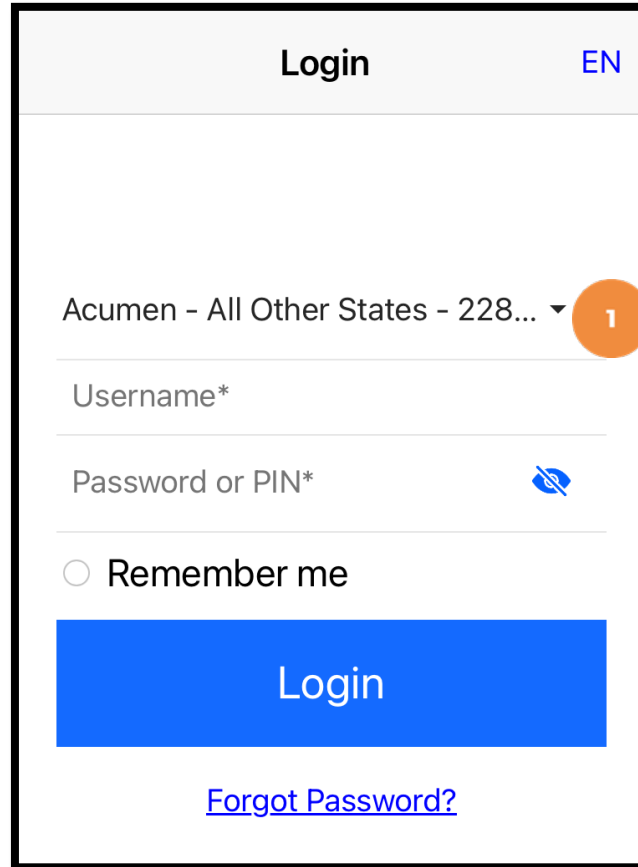
☐ Remember me

Login

[Forgot Password?](#)

Add More Agencies


1. To add more agencies, click the **drop-down** on the agency field.
2. If the desired agency is not listed, click **Add New** on the Agency results list.



EN

Acumen - All Other States - 228... ▾

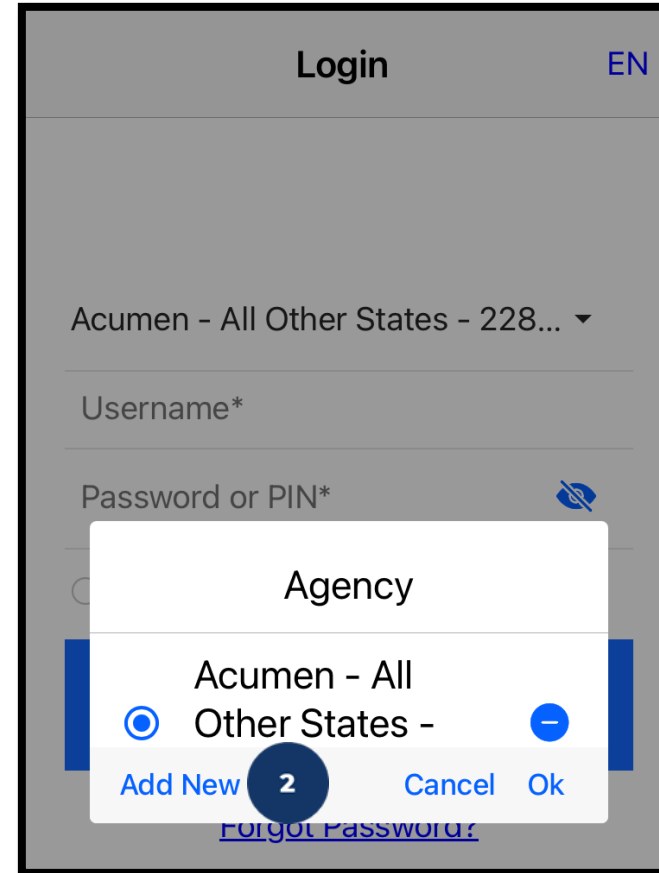
Username*

Password or PIN* 

☐ Remember me

Login


[Forgot Password?](#)




EN


Acumen - All Other States - 228... ▾

Username*

Password or PIN* 

Agency

☒ Acumen - All Other States - 

[Add New](#)  Cancel Ok

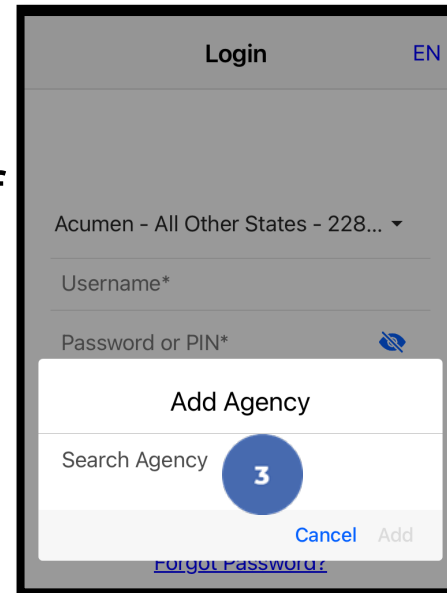
[Forgot Password?](#)

Add More Agencies

3. On the Add Agency window, type at least three consecutive characters of the agency name OR the system identifier in the Search Agency field.

❖ The consecutive characters can be located anywhere in the agency name or system identifier


4. Select the agency from the list
5. Click Add



Login EN

Acumen - All Other States - 228... ▾

Username*

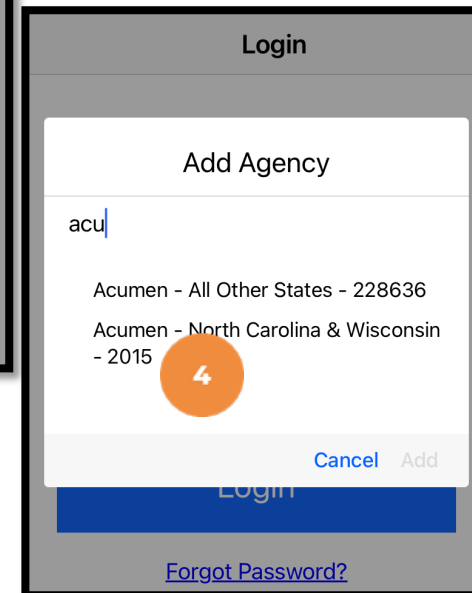
Password or PIN* 

Add Agency

Search Agency acu 3

Cancel Add

[Forgot Password?](#)



Add Agency

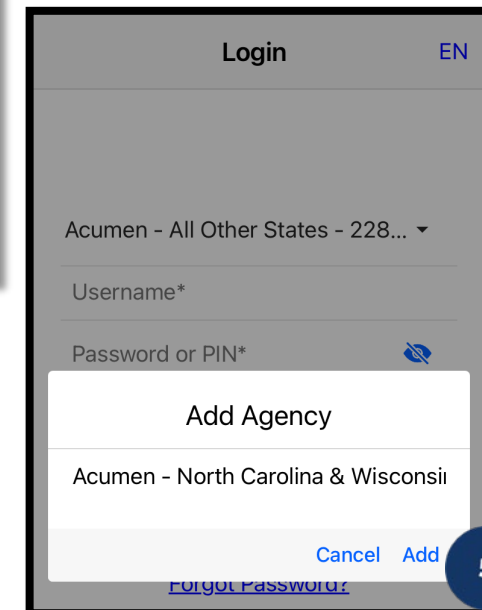
acu

Acumen - All Other States - 228636

Acumen - North Carolina & Wisconsin - 2015 4

Cancel Add


[Forgot Password?](#)



Login EN

Acumen - All Other States - 228... ▾

Username*

Password or PIN* 

Add Agency

Acumen - North Carolina & Wisconsin

Cancel Add 5

[Forgot Password?](#)

The agency is now added and displays on the agency drop-down menu.
At each log in, select the appropriate agency.

Log into the DCI Mobile EVV App



1. Enter employee credentials
 - ✓ Acumen provided a **username** and **password** on the Good to Go letter via email or mail
2. Optionally, select the **Remember me** button to remember the Username.

***Please note:** Do not use on a shared device

3. Click the blue **Login** button to access the mobile app
 - ✓ The **Forgot Password** link is available if necessary but requires a valid email address to be on file

***Please note:** Contact Acumen customer service or your support coordinator with any login issues

A screenshot of the mobile app's login interface. At the top, the word "Login" is centered, and "EN" is in the top right corner. Below this is a dropdown menu showing "Acumen - All Other States - 228...". The next section contains two input fields: "Username*" and "Password or PIN*", each with an orange circle containing the number "1" next to it. Below the password field is a radio button labeled "Remember me" with a grey circle containing the number "2" next to it. At the bottom of the form is a large blue button labeled "Login" with a grey circle containing the number "3" next to it. Below the button is a blue hyperlink that says "Forgot Password?".

Login EN

Acumen - All Other States - 228... ▼

Username* 1

Password or PIN* 1

☐ Remember me 2

Login 3

[Forgot Password?](#)

Questions?

Thank you!

**Visit the Acumen Help Center
to learn more at:**

acumenfiscalagent.zendesk.com