

Employee Web Portal Entries

with Client Transportation

Enter a Client Transportation Punch in the Web Portal

1. Log in to the DCI web portal
2. Click the blue Add Entry button on the Dashboard
3. Complete the Add New Entry form wizard
 - a. Entry Type: Punch defaults
 - b. Employee Name: Auto-populates the name of the employee logged in
 - c. Account Type: Select Client Transportation from the drop-down list
 - d. Client: Type and select the client name from the list
 - e. Service Code: Click the drop-down and select Client Transportation
 - f. Service Date: The date the driving took place. Please ensure that it is within the acceptable date range for the program's timely filing.
 - g. Remaining Balance: Authorization remaining balance may be visible as determined by the program
 - h. EVV Method: Click the drop-down and select Portal Signoff
 - i. Add Reason Codes (required based on program): The program may require a reason code when adding historical entries to explain why the punch was not completed using an EVV-compliant real-time entry method.
 - i. Select the reason code(s) note from the drop-down menu. More than one may be selected. Click the X to deselect a reason code.
 - j. Add Reason Code Note (required based on program): Add a reason code note to support the selected reason code if required
 - k. Starting Odometer Reading: Enter the starting odometer
 - i. Some programs allow the starting odometer to be 0
 - l. Ending Odometer Reading: Enter the ending odometer
 - i. Some programs allow this to be the number of miles driven
 - m. Calculated No. of Miles: The system subtracts the Ending Odometer Reading from the Starting Odometer Reading field to total the miles driven for the entry
 - n. Notes (optional): Enter notes
 - o. Attachment (optional): Click the blue Add Attachment hyperlink to add an attachment
4. Click Save and Yes to confirm