

# Employer Managing Entries

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.*



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# Employer Web Portal

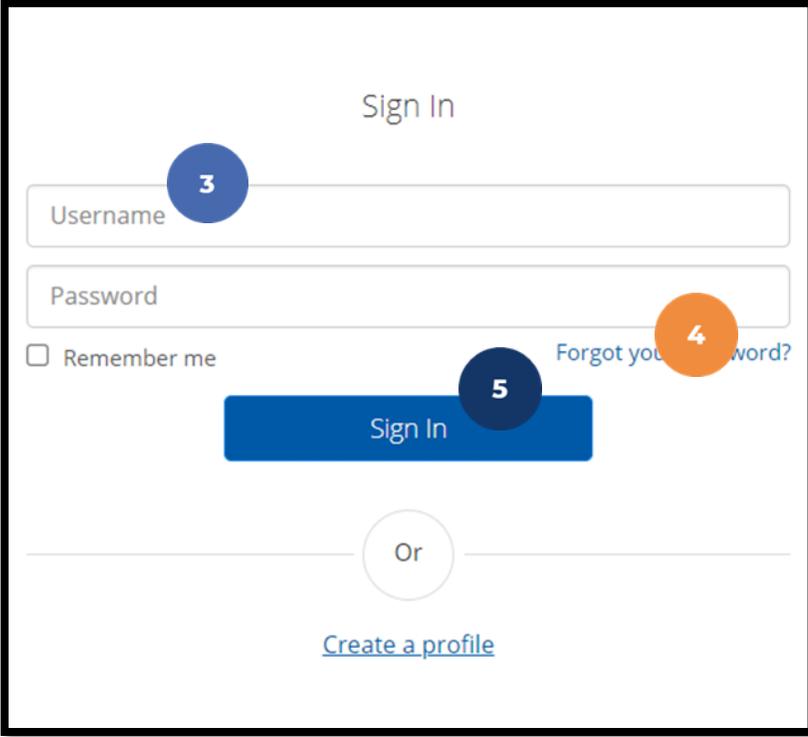
"Proprietary: For Acumen and Customer Use Only"

# Accessing the DCI Web Portal

1. Open an internet browser on a computer or mobile device (Google Chrome is preferred) and navigate to the DCI Web Portal.
  1. All states **except** WI, NC Cap (including KS Helpers): [acumen.dcisoftware.com](https://acumen.dcisoftware.com)
  2. WI, NC Cap Only: [outreach.dcisoftware.com](https://outreach.dcisoftware.com)
2. Use the language drop-down in the top right corner to select the preferred language
  - The page will now display in the new language each time you log in
  - This feature is only available for employees
3. Enter **username** and **password**
  - Credentials provided by Acumen
4. Utilize the “Forgot your password?” link if needed
5. Click the blue **Sign In** button

**acumen.dcisoftware.com**

**outreach.dcisoftware.com**



Sign In

1

3

4

5

Username

Password

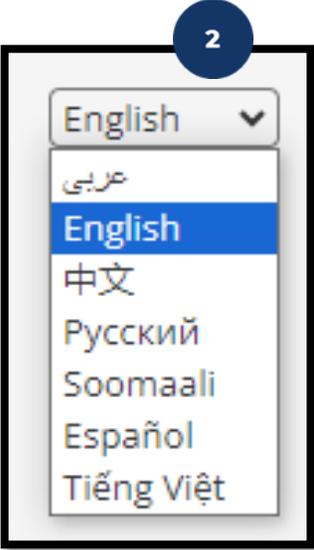
Remember me

[Forgot your password?](#)

Sign In

Or

[Create a profile](#)



2

English

عربي

English

中文

Русский

Soomaali

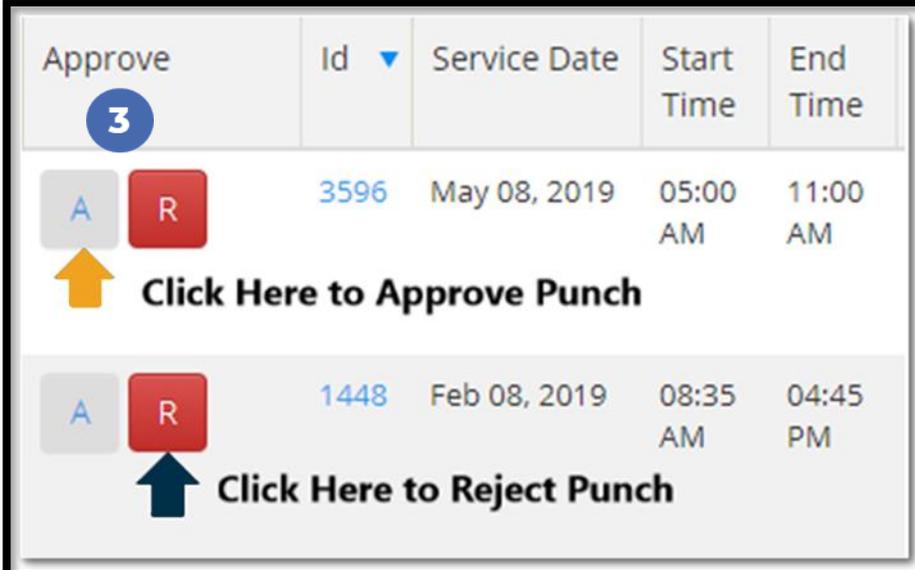
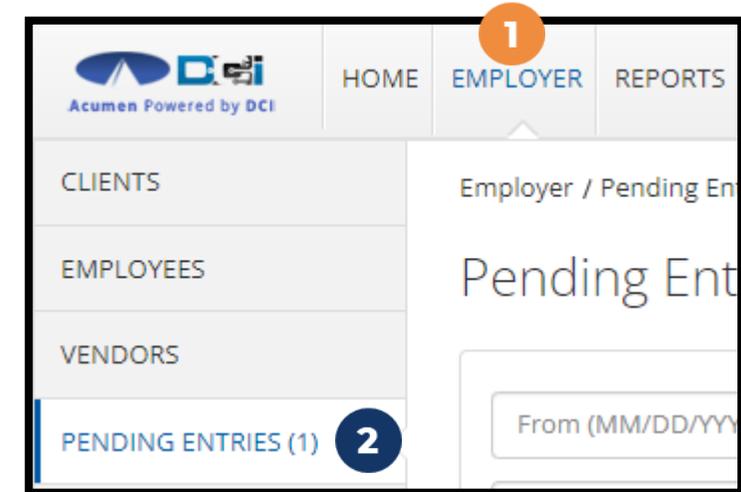
Español

Tiếng Việt

**\*Please note:** Contact Acumen with login issues

# Manage Pending Entries

1. Click **Employer** on the main menu
2. Select **Pending Entries** on the submenu
  - ✓ The number of pending entries displays in parenthesis on the submenu
3. Any punch that requires approval is listed here
  - ✓ Review each entry
    - Click on the entry to view all details
  - ✓ Approve or reject
    - Click the **A** on the entry line to approve
      - ❖ Entries must be approved within a certain amount days of the date of service (program specific)
      - ❖ After those days, the approval will be prohibited as it will violate the timely filing business rule.
    - Click the red **R** on the entry line to reject
      - ❖ If an entry is rejected, ask the employee to re-enter the time correctly in the DCI web portal.



Approve	Id	Service Date	Start Time	End Time
<b>A</b> <b>R</b>	3596	May 08, 2019	05:00 AM	11:00 AM
<b>A</b> <b>R</b>	1448	Feb 08, 2019	08:35 AM	04:45 PM

# Verify Signature, Picture, or Voice

1. If an entry has a red eye icon in the Needs Review column, hover over it to see why it needs review. If it states, “Signature Unverified”, “Picture Unverified”, or “Voice Unverified”, click anywhere on the entry row to open the punch details page.
2. Scroll down to select the **Verifications** tab
3. Click the **attachment** to review the signature or picture. Click the **download** icon to download, open, and listen to the voice recording.
4. Click the **A** to approve the attachment or the red **R** to reject it. The punch may now be approved or rejected.

Approve	Service Date	Start Time	End Time	Pay Rate	Amount	Cost To You (Estimate)	Client Name	Employee Name	Service Code	Account Type	Needs Review
<b>A</b> <b>R</b>	Feb 25, 2025	11:18 AM	11:19 AM	14.00	0.02	0.28	Steph Client	Steph Employee	PCS Service Code	- Voice Unverified	
<b>A</b> <b>R</b>	Feb 25, 2025	11:17 AM	11:18 AM	14.00	0.02	0.28	Steph Client	Steph Employee	PCS Service Code	- Picture Unverified	
<b>A</b> <b>R</b>	Feb 25, 2025	11:16 AM	11:17 AM	14.00	0.02	0.28	Steph Client	Steph Employee	PCS Service Code	- Signature Unverified	

Ref Entries | Notes | Attachments | Events | **Verifications** | Map | Business Rules | Auto Approval | Custom Fields | History

From (MM/DD/YYYY) **2** To (MM/DD/YYYY) Verification Type Select Status

Reset Search

Export

EWV Verifications Showing 1 out of 1 record

Approve	Date	Verification Type	Status	Attachments <b>3</b>	Compare	Approved By	Approved Date
<b>A</b> <b>R</b> <b>4</b>	Dec 21, 2023 09:31:46 AM	Picture	Unverified	<a href="#">6bdde351-0119-483c-b3b2-e31d99223e9d.jpeg</a>			



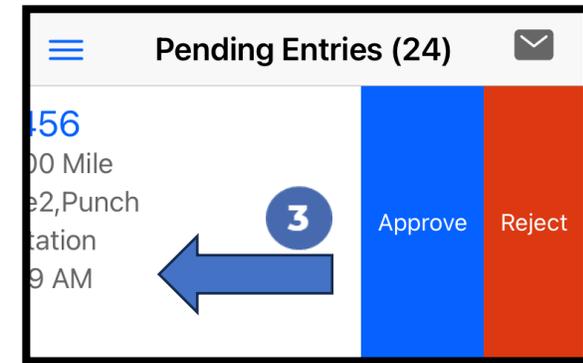
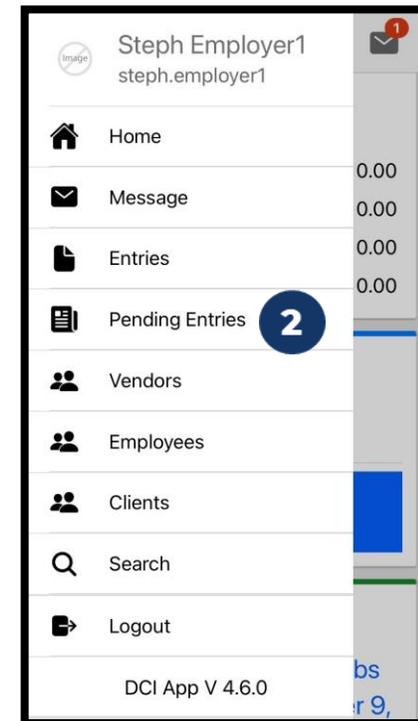
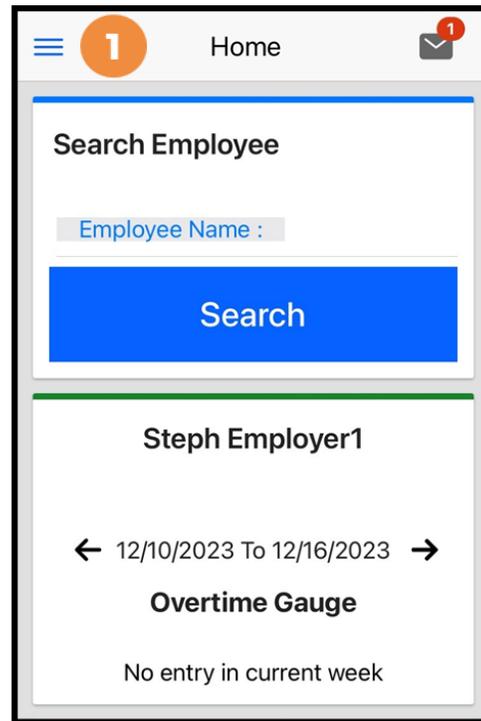
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# Employer Mobile App

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# Review & Approve Entries

1. Click the **Menu** in the top left corner of the screen
2. Select **Pending Entries** on the submenu
3. **Swipe left** on the punch to select either the blue **Approve** button or the red **Reject** button



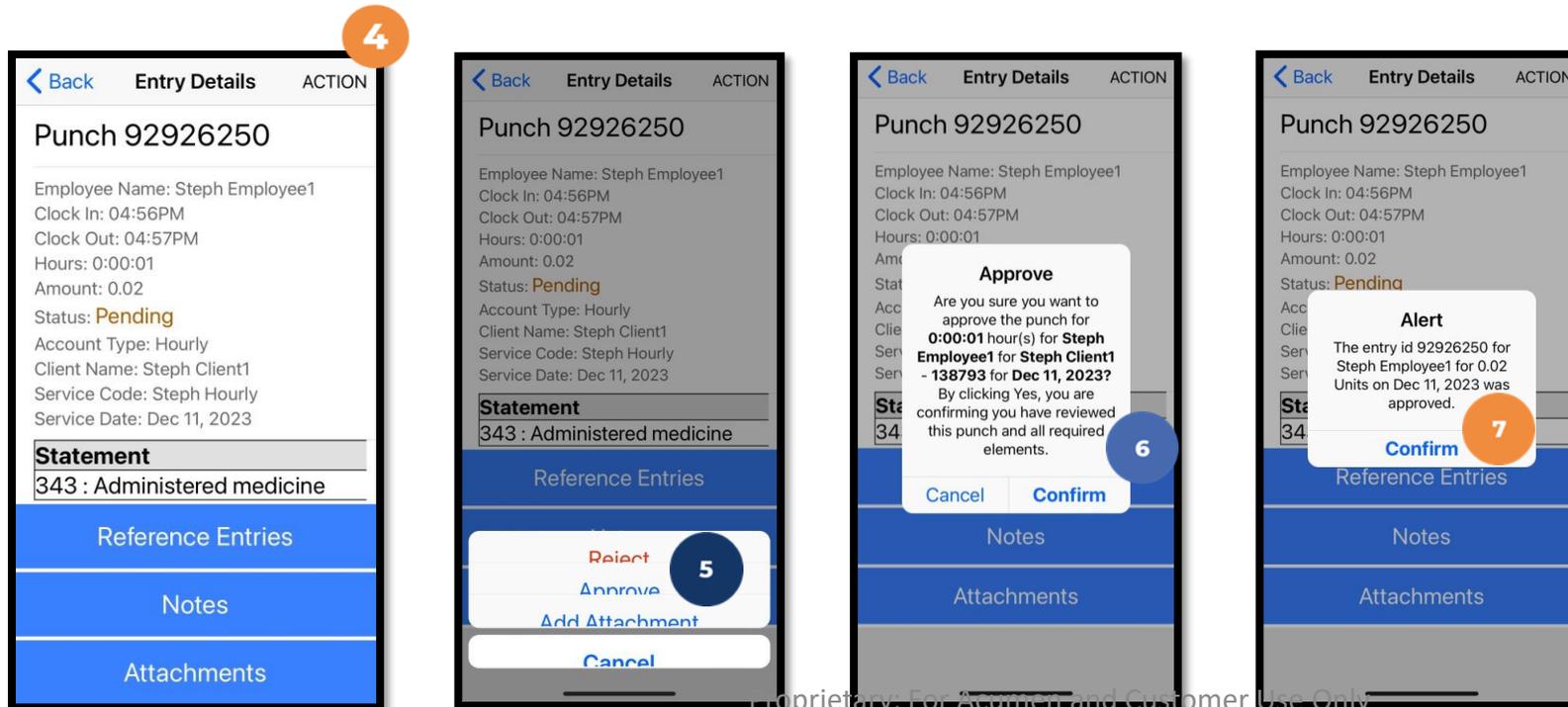
# Review & Approve Entries (cont.)

4. Click ACTION in the top right corner
5. Select Reject, Approve, or Add Attachment.
6. On the pop-up alert window, view the punch details and Click Confirm to initiate the confirmation process.
7. On the pop-up alert window, click Confirm again to complete the confirmation process.

**\*Please note:**  
If the action taken was to Approve the entry, the status changes to Approved and the entry will be processed for payment.

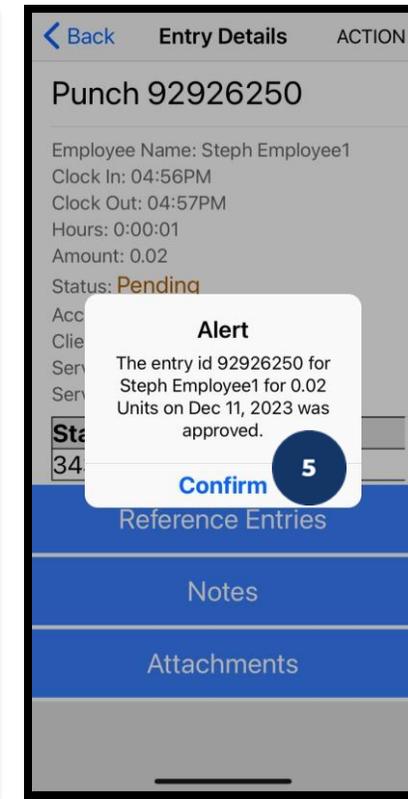
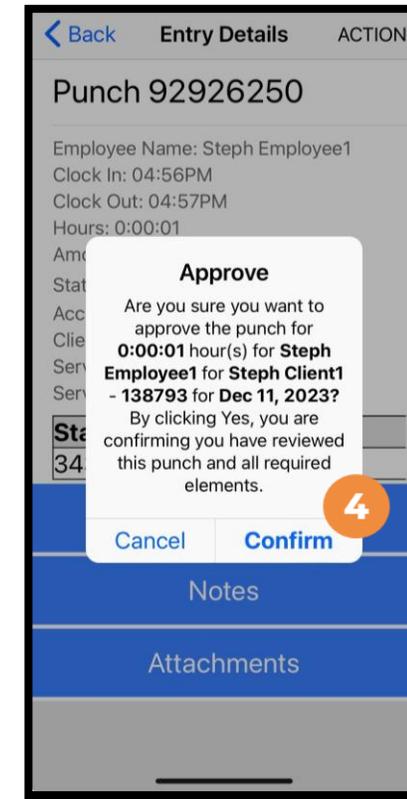
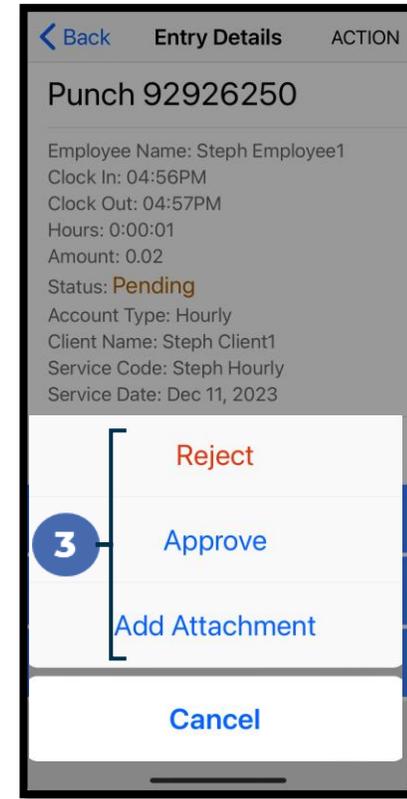
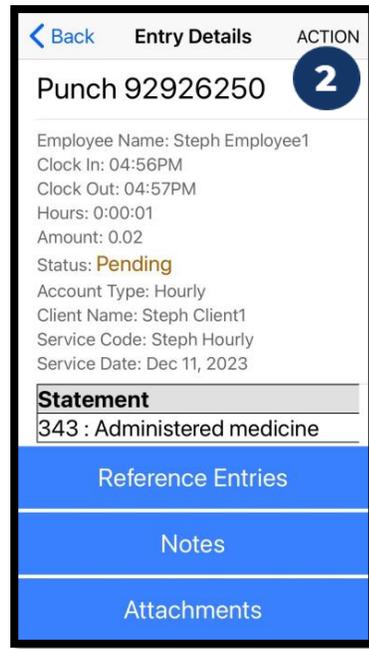
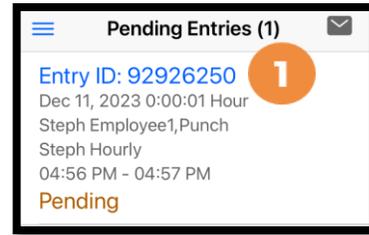
**\*Entries must be approved within a certain number of days of the date of service.**

**\*After these days the approval will be prohibited as it will violate the timely filing business rule**



# Review & Approve Entries (cont.)

1. Alternatively, click the blue entry ID hyperlink to open the entry details and take action
2. Click ACTION in the top right corner
3. Select Reject, Approve, or Add Attachment.
4. On the pop-up alert window, view the punch details and Click Confirm to initiate the confirmation process.
5. On the pop-up alert window, click Confirm again to complete the confirmation process.



**\*Please note:**

If the action taken was to approve the entry, the status changes to Approved and the entry will be processed for payment.

\*Entries must be approved within a certain number of days of the date of service.

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**Questions?**

**Thank you!**

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

**[acumenfiscalagent.zendesk.com](https://acumenfiscalagent.zendesk.com)**