

1. When the Individual/Employer/Authorized Representative cannot sign electronically on the portal:
 - a. The Vendor will collect a **wet signature** at the time of the service.
2. Complete the vendor payment entry as usual.
3. Log into acumen.dcisoftware.com with your username and password
4. On the Home Page, Click **Entries** on the sub menu
5. Select **Actions**
 - a. Click **Actions, then Select Add New Vendor Payment Entry**
6. Under NJ Vendor Entry Alternative Sign Off, select:
 - a. **Yes, I have received a signature on the invoice.**
7. Select **Choose Files.**
8. Attach the Invoice that contains the **wet signature.**
9. Click Save, then **Yes** to confirm.