

Employee Paystubs

Welcome to Acumen!
Thank you for joining the Acumen Family!



Helping create a positive, long-lasting
impact on people's lives.

DCI Web Portal: Messaging Module

View Account Statements in DCI Web Portal



1. Navigate to the **DCI Web Portal** or use the link in previous step

- <https://acumen.dcisoftware.com/>

2. Enter **Username** and **Password**

- Credentials provided by Acumen

3. Utilize **Forgot Password** link if necessary

- Contact your Acumen Agent with any login issues

4. Click **Sign In**

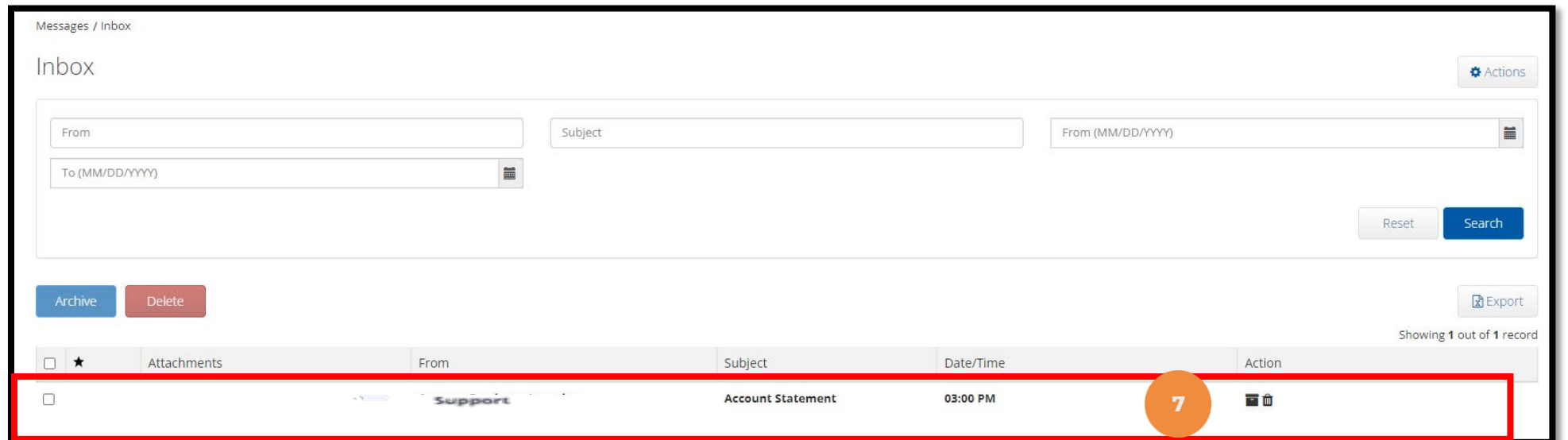
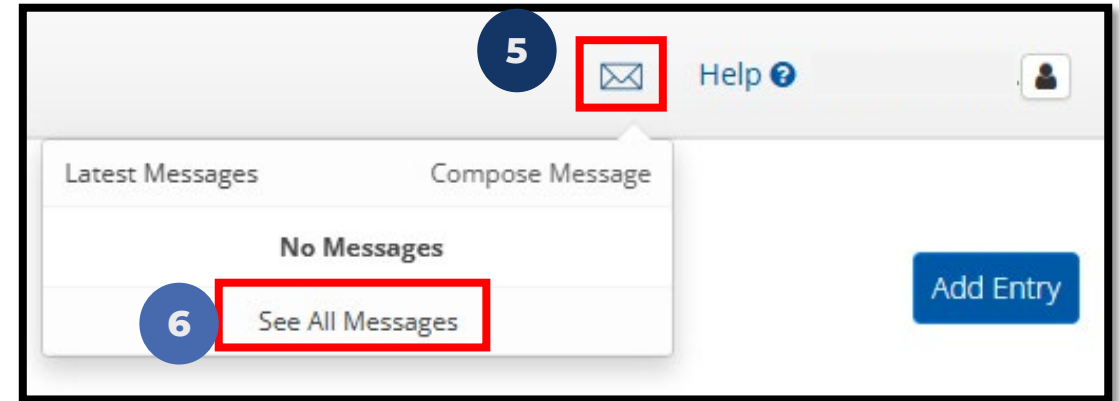
A screenshot of the DCI Web Portal sign-in page. The page header includes the DCI logo and "Acumen Powered by DCI". The main heading is "Sign In". There are four numbered callouts: 1 (orange circle) points to the top of the page; 2 (blue circle) points to the "Username" input field; 3 (blue circle) points to the "Forgot your password?" link, which is highlighted with a red rectangle; 4 (orange circle) points to the "Sign In" button. The "Password" field is visible below the username field, and there is a "Remember me" checkbox.

View Messages in DCI Web Portal

5. In the upper right-hand corner, click on the **envelope** icon.

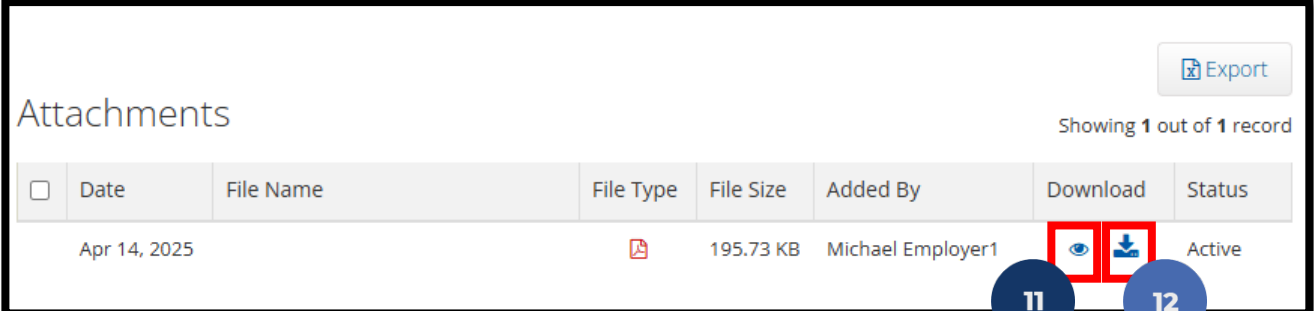
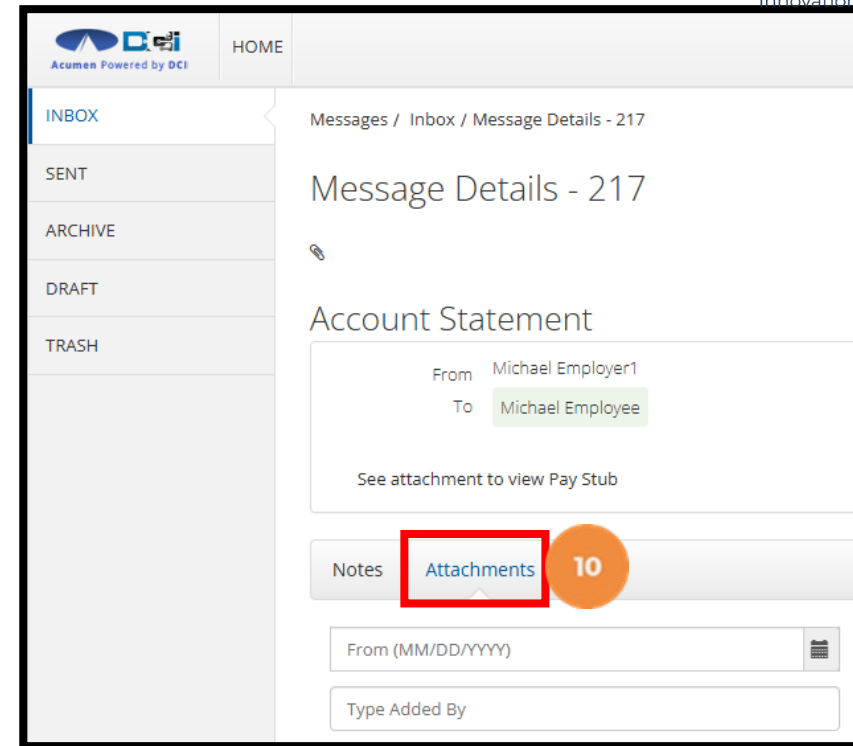
6. Select **See All Messages**

7. Click on the message to review






View Messages in DCI Web Portal

10. Click the **Attachments** tab
11. Option 1: In the Download column, click the **view** icon (eye) to view the attachment.
 - The attachment will open in a new tab in the web browser
12. Option 2: In the Download column, click the download icon to download the attached statement.
 - The attachment will be downloaded to the computer (typically saved in a dedicated "Downloads" folder on the computer)



The screenshot shows the 'Attachments' table in the DCI web portal. The table has the following columns: Date, File Name, File Type, File Size, Added By, Download, and Status. There is one record in the table. The 'Download' column contains two icons: a view icon (eye) and a download icon (down arrow). Both icons are highlighted with red boxes. A blue circle with the number '11' is next to the view icon, and a blue circle with the number '12' is next to the download icon.

<input type="checkbox"/>	Date	File Name	File Type	File Size	Added By	Download	Status
<input type="checkbox"/>	Apr 14, 2025			195.73 KB	Michael Employer1	 	Active

DCI Mobile Web: Messaging Module

View Messages in Mobile Web



Acumen Fiscal Agent
Innovation • Opportunity • Freedom

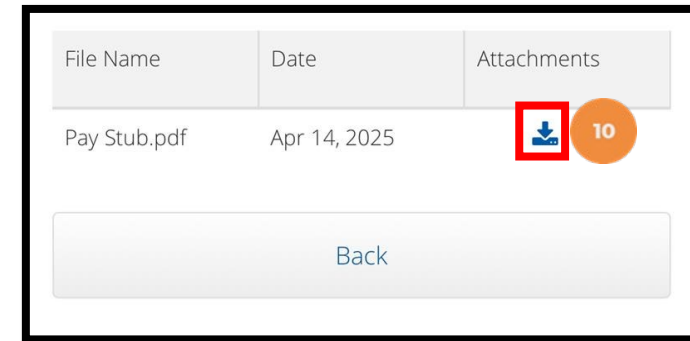
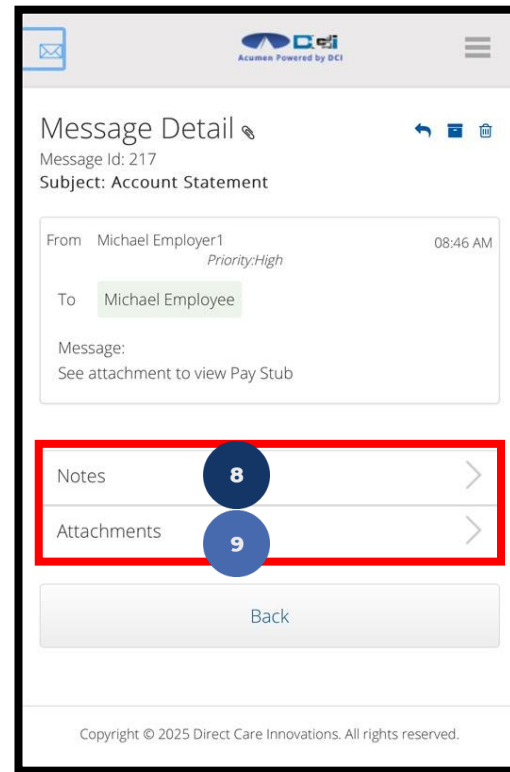
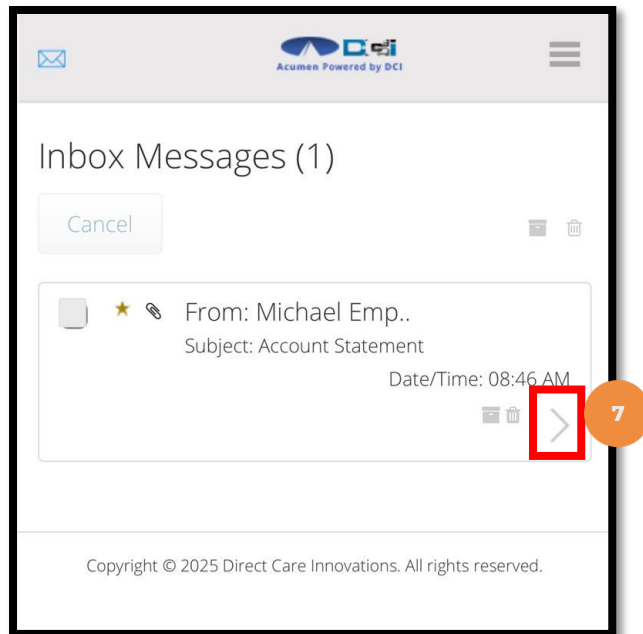
1. Log in to the DCI Web Portal from an internet browser on a mobile device. Enter your **username** and **password** OR **PIN**.
2. Tap **Sign In**
3. Tap the **Menu** in the top-right corner of the screen
4. Please note: The **Mail** icon (envelope) in the upper-left corner of the Dashboard takes users directly to the **Inbox**
5. Tap the **Message** drop-down to expand the submenu
6. Tap **Inbox** from the submenu to view messages

The login screen for the Acumen Fiscal Agent mobile web portal. It features a white background with the Acumen logo at the top center. Below the logo are two input fields: "Username" and "Password/ Pin". A red circle with the number "1" is positioned over the Password/ Pin field. Below these fields is a "Remember me" checkbox and a "Forgot your password?" link. A large blue "Sign In" button is centered below the form, with a red circle and the number "2" over it. At the bottom of the form is a "Go to Full Site" link. The footer contains the text "Copyright © 2025 Direct Care Innovations. All rights reserved.".

Two screenshots of the mobile web interface. The top screenshot shows the dashboard with a "News Posts" section that says "No records to display". A red box highlights the mail icon in the top-left corner (labeled "4") and the menu icon in the top-right corner (labeled "3"). The bottom screenshot shows the user profile "michael.employee" with a list of menu items: Home, New Entry, Authorization Check, Entries, Message, New Message, Inbox, Sent, Archive, Trash, Search, and Logout. A red box highlights the "Message" item (labeled "5") and the "Inbox" item (labeled "6").

View Messages in DCI Mobile Web

7. Tap the **arrow (>)** to view a message
8. Tap the **Notes** button to view the associated notes/or to add notes to the message
9. Tap on the **Attachments** tab to load the attachment
10. After selecting Attachments, tap the **download** icon to download the attachment.



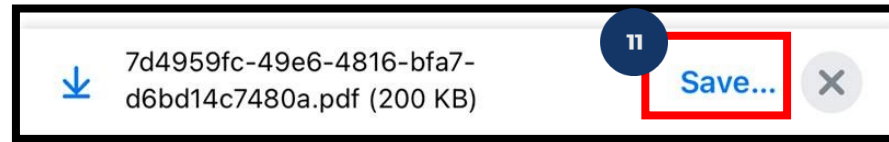
Attachment View Options



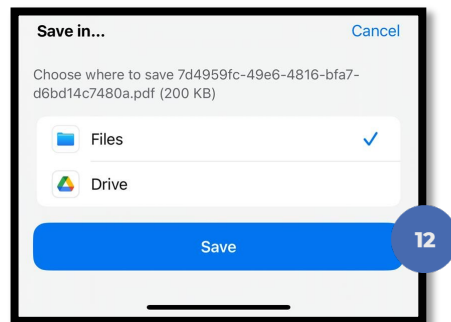
iPhone Users:

11. An option to “**Save in**” appears at the bottom of the screen

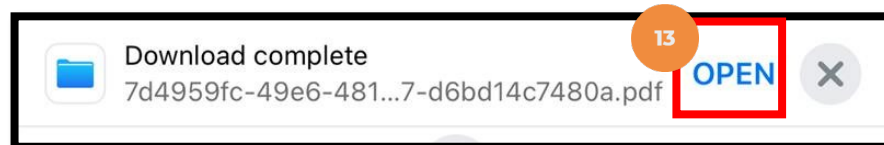
- Tap “**Save...**” to choose where to save the attachment on the device (Files, Downloads, etc.)



12. Tap “**Save**” again to save the attachment to the chosen location



13. A confirmation message appears indicating the download is complete. Tap **Open** to open and view the attachment.



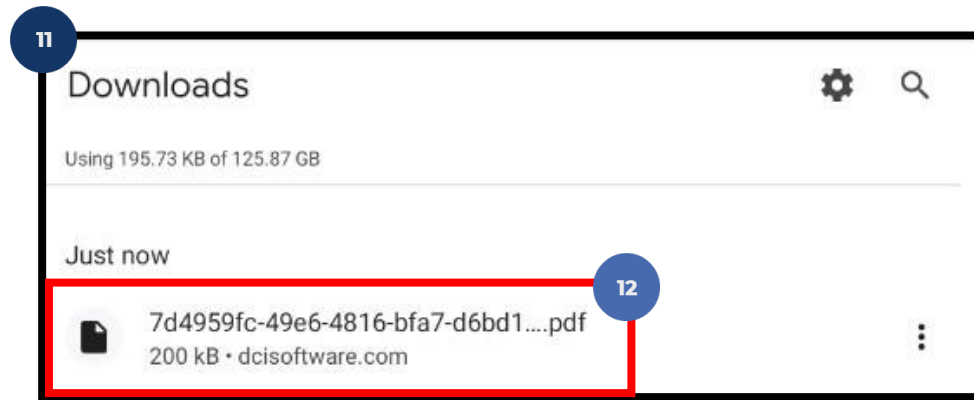
Attachment View Options



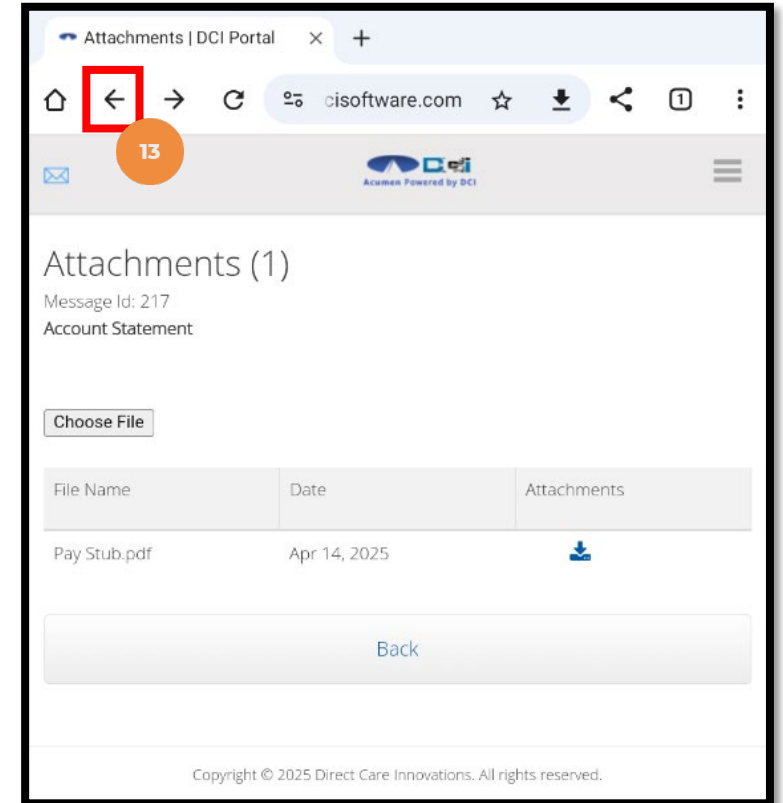
Android Users:

11. The Downloads screen appears and displays the link to view the downloaded attachment

12. Tap on the file to view



13. Tap the **Back** arrow to return to the DCI Mobile Web Attachments screen

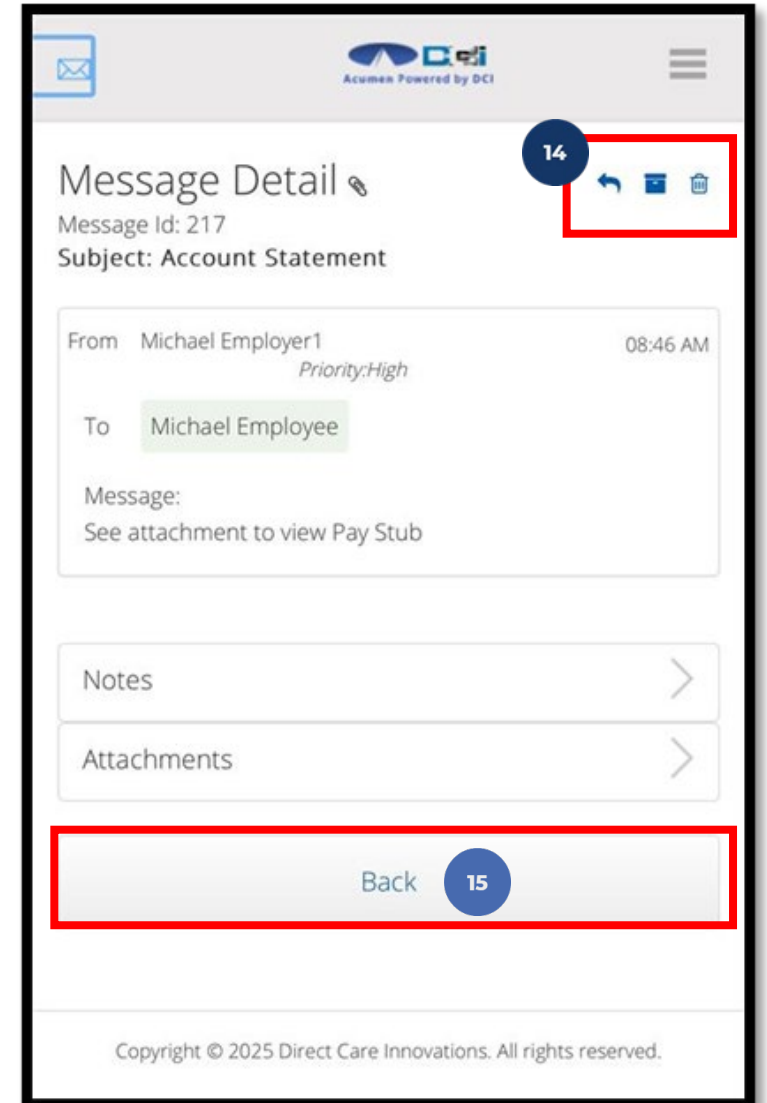


View Messages in DCI Mobile Web

14. The icons at the top of a message allow the user to take action. Those icons include:

- **Left Arrow** – Respond to the message
- **File cabinet** – Archive the message
- **Trash can** – Delete the message

15. Tap the **Back** button to exit the message



DCI Mobile App: Messaging Module

Log into the DCI Mobile EVV App

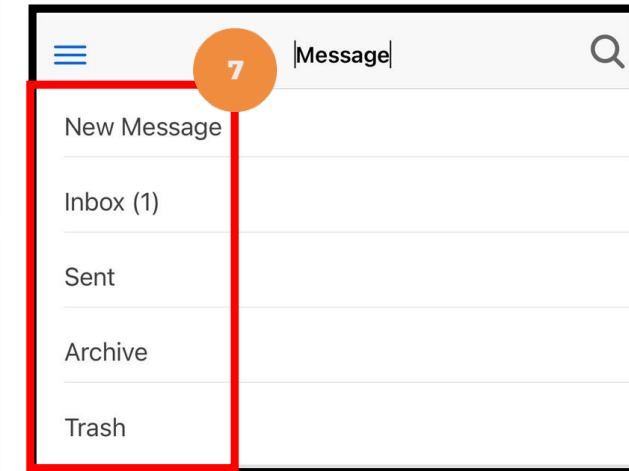
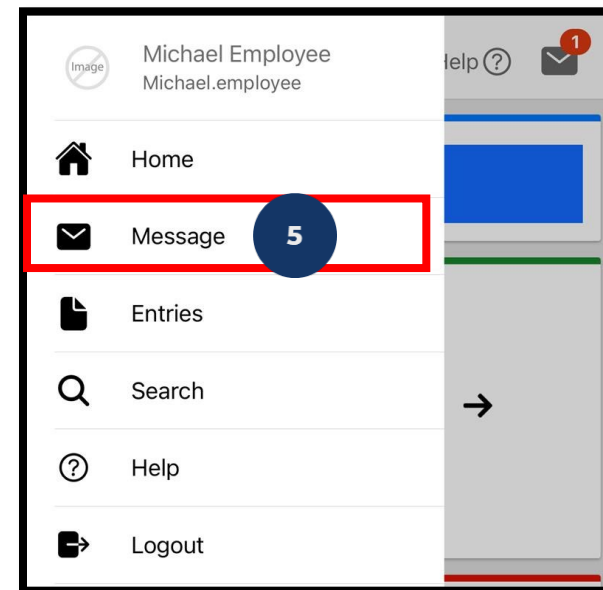
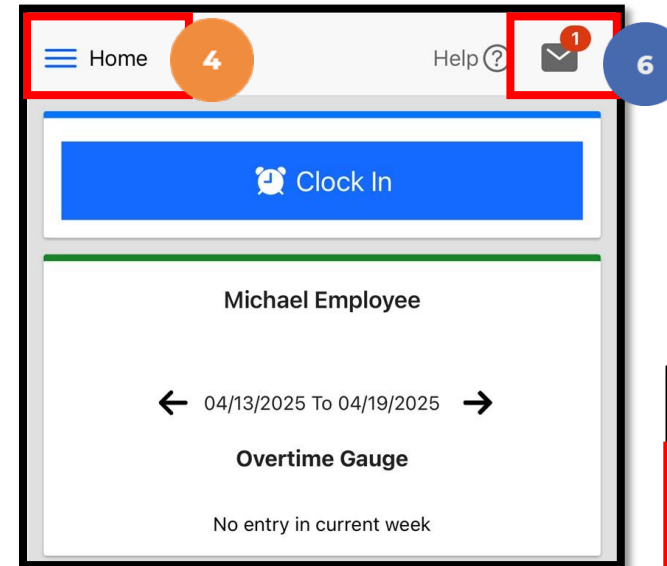


1. Enter employee credentials
 - ✓ Acumen provides a **username** and **password** on the Good to Go/Welcome letter
2. Optionally, select the **Remember me** button to remember the username.
***Please note:** Do not use on a shared device
3. Tap the blue **Login** button to access the mobile app
 - ✓ 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 login interface. At the top, it says "Login" and "EN". Below that is a dropdown menu showing "Acumen - All Other States - 228...". There are two input fields: "Username*" with a callout "1" and "Password or PIN*" with a callout "2" and a toggle icon. Below the password field is a radio button for "Remember me" with a callout "2". At the bottom is a large blue "Login" button with a callout "3" and a "Forgot Password?" link below it.

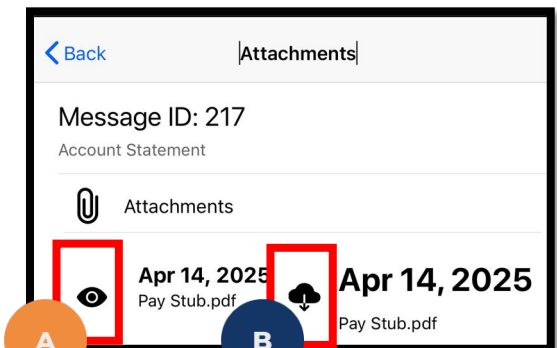
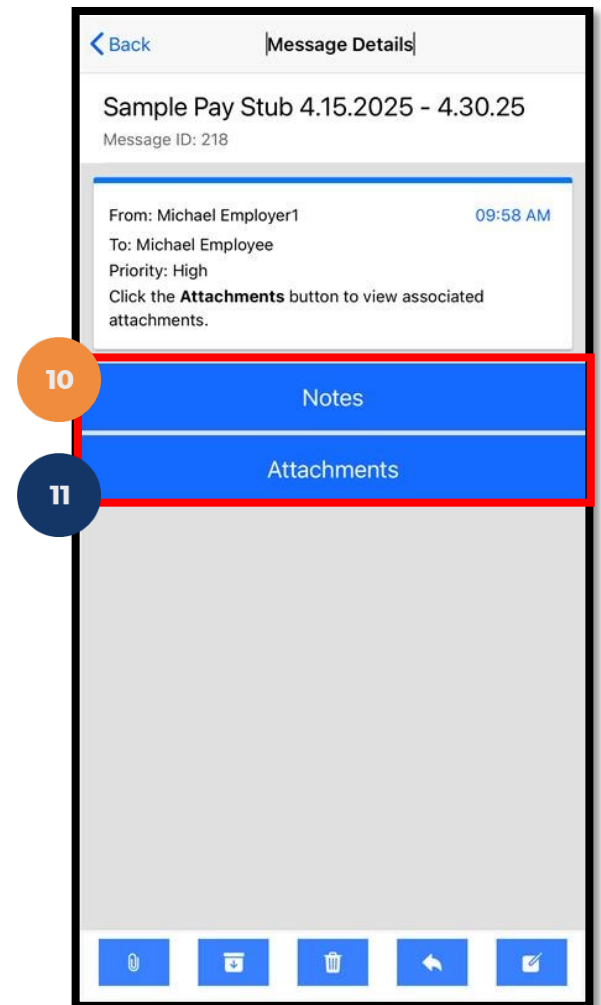
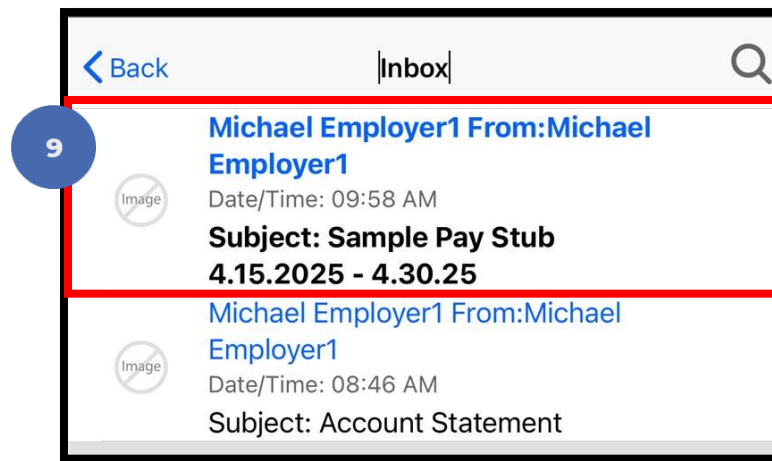
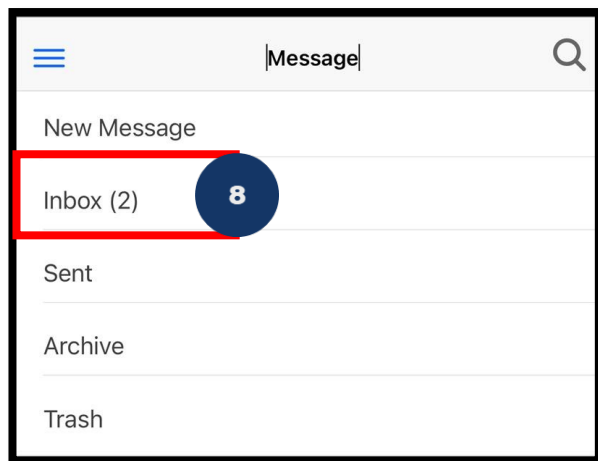
View Messages in DCI Mobile App

4. Tap the **Menu** icon in the upper-left corner (three horizontal lines)
5. Select **Message**
6. ***Please note:** The **Mail** icon (envelope) in the upper-right corner of the Dashboard takes users directly to the **Inbox**
7. The submenu for the messaging module contains the following tabs:
 - New Message – Tap to compose
 - Inbox – Where messages are stored
 - Sent – Access sent messages
 - Archive – Access archived messages
 - Trash – Deleted messages. Please note: This folder empties automatically.



View Messages in DCI Mobile App

8. Tap **Inbox** from the messaging module submenu
9. Tap on a message to view
10. Tap the **Notes** button to view the associated notes/or to add notes to the message
11. Tap the **Attachments** button
 - Option A: Tap the **view** icon (eye) to view the attachment
 - Option B: Tap the **download** icon (cloud) to download the attached statement



Attachment View Options



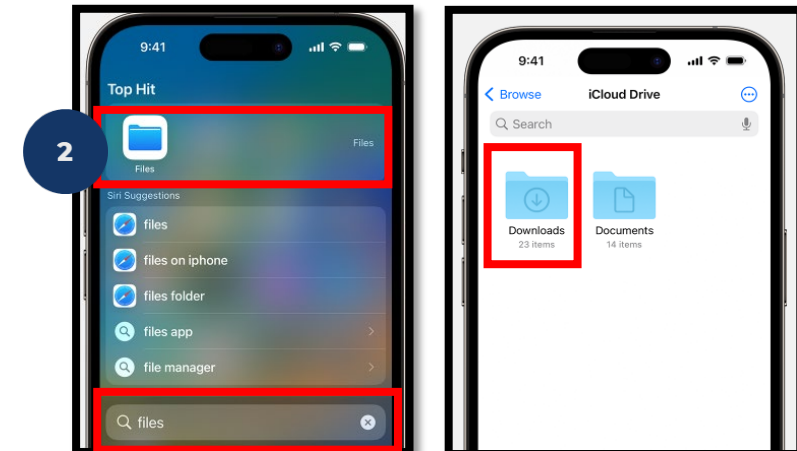
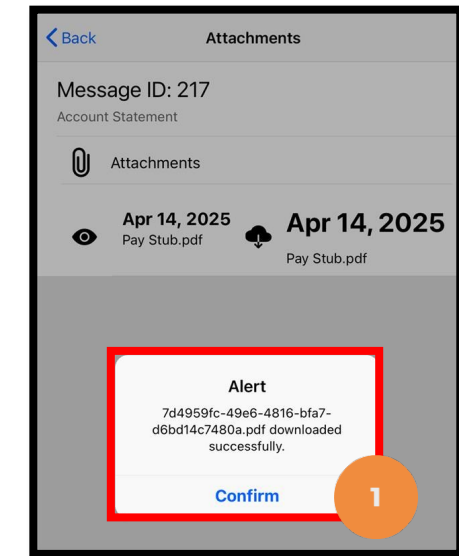
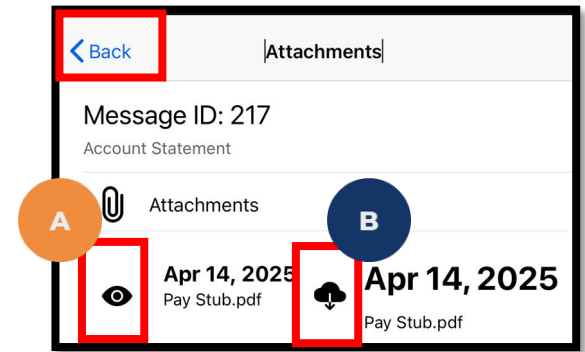
iPhone Users:

Option A: Tap the **view** icon (eye) to view the attachment:

- The screen will display the attachment to view.
- Tap the **<Back** button to return to the Message Details, Inbox or Dashboard.

Option B: Tap the **download** icon (cloud) to download the attachment:

1. An **alert** appears indicating the download was successful. Tap **Confirm**.
2. Open the **Files** app. If unable to locate, swipe down from the center of your Home screen, then search for the Files app.
3. Tap the **Browse** tab
4. Tap **iCloud Drive**
5. Tap the **Downloads** folder to see the attachment. ***Please note:** If attachment is not in iCloud Drive > Downloads, tap the **Browse** tab, then choose another location such as **On My iPhone** to search for the attachment.



Attachment View Options



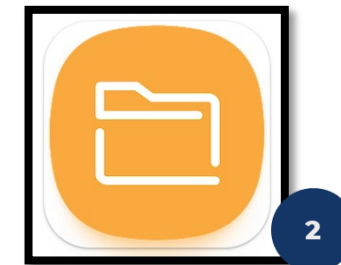
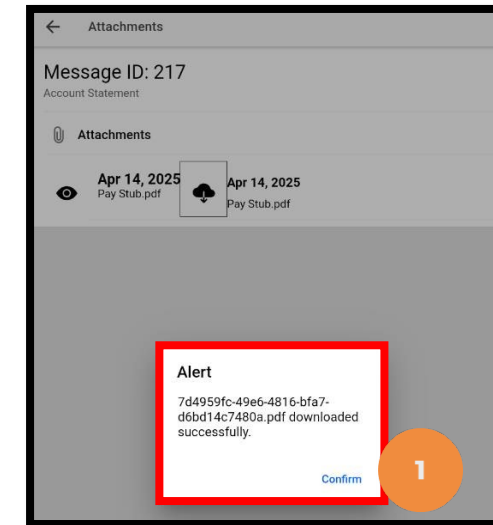
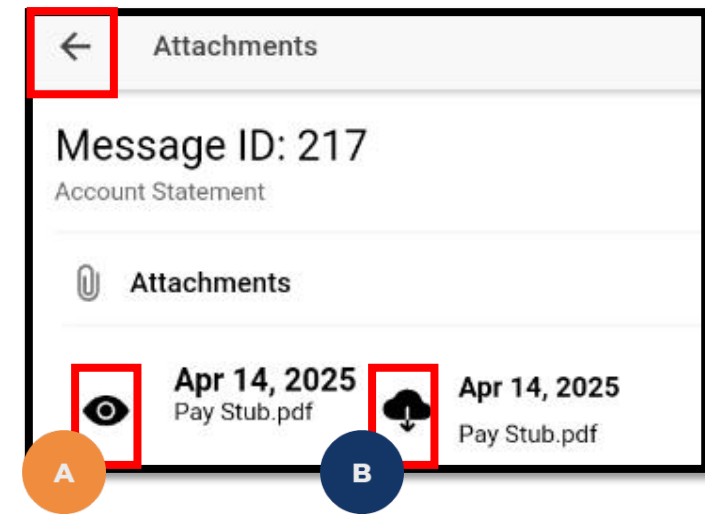
Android Users:

Option A: Tap the **view** icon (eye) to view the attachment:

- The screen will display the attachment to view
- Tap the **back arrow** to return to the Message Details, Inbox or Dashboard.

Option B: Tap the **download** icon (cloud) to download the attachment:

1. An alert appears indicating the download was successful. Tap **Confirm**.
2. Open the **Files** or **My Files** app. If unable to locate, use the Search bar from the center of your Home screen to search for the Files or My Files app.
3. The **Files** or **My Files** app displays the most recent files downloaded. Locate the attachment within the **Recents** list.



View Messages in DCI Mobile App



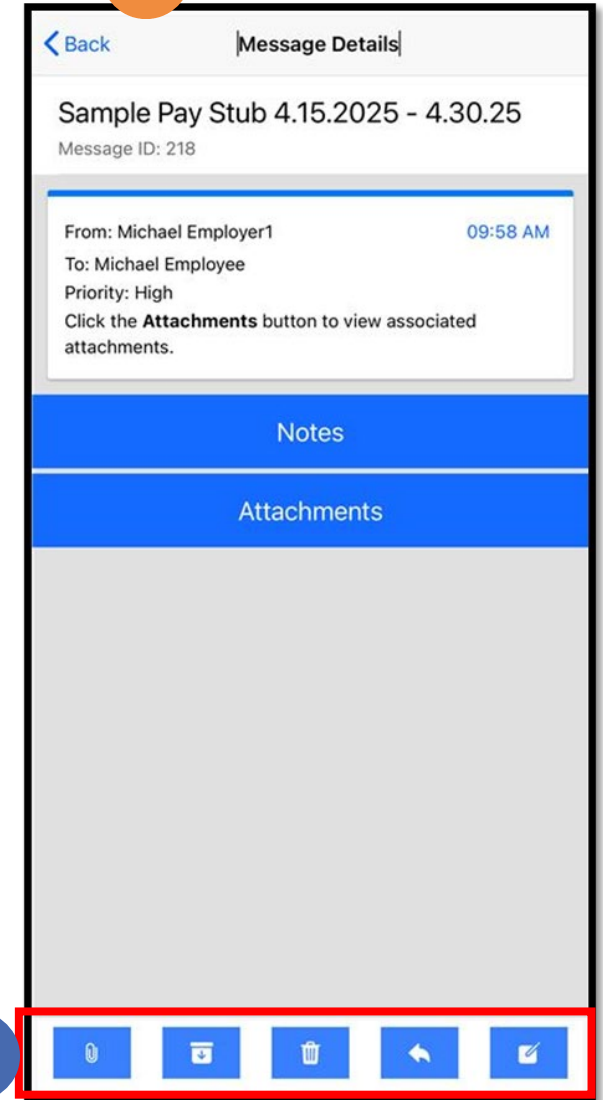
Acumen Fiscal Agent
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13

12. The icons at the bottom of a message allow the user to take action. Those icons include:

- **Paper clip** – Access the device camera to attach a picture to the message
- **File cabinet** – Archive the message
- **Trash can** – Delete the message
- **Left Arrow** – Respond to the message
- **Paper & Pencil** – Create a new message

13. To exit a message, tap the **<Back** icon in the top left-hand corner of the open message.



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Paystubs

Paystubs (Employee)



- Employees (including compensated caregivers) who use direct deposit/Money Market pay card for their paychecks will only retrieve electronic paystubs in their secure message center on DCI messaging
- DCI messaging is secure
- If you currently receive paper paychecks, you will continue to receive paystubs attached to your paychecks in the mail.
- **Wells Fargo:** You are now able to retrieve paystubs from the DCI Messaging Portal, no need to use a separate Wells Fargo site.

Paystubs (Employee)



Paystub Call Outs:

1. Portal Reference Number is the Acumen Employee Number
2. Different Rates = Different Service Codes
 - Overtime will be listed as time and a half the regular hourly rate
3. If Employee has garnishments, it will be listed under deductions

1

2

3

PATRICIA EMPLOYEE Employee Type: Hourly Non-Exempt 1234 SESAME RD BOSTON MA 05438 LAST 4 TAX IDENTIFIER: 1234 PORTAL REFERENCE: MA23407			Acumen Fiscal Agent, on behalf of ER: JONI M EMPLOYER 16460 HWY 234 BOSTON MA 54438 PHONE NO.: (985) 123-1234 TAX IDENTIFIER: 12-1212121 STATE TAX ID: 00000-001-300			PAY DATE: 08/22/2025 PERIOD START: 07/27/2025 PERIOD END: 08/09/2025		
HOURS AND EARNINGS			DEDUCTIONS			TAXES		
	HOURS	RATE	EARNINGS			MEDICARE		\$ 1.08
REGULAR	2.98	\$ 16.31	\$ 48.60			FICA		\$ 4.61
REGULAR	2.00	\$ 12.91	\$ 25.82					
TOTALS	4.98		\$ 74.42					
GROSS PAY:			\$ 74.42	TOTAL DEDUCTIONS:	\$ 0.00	TOTAL EMPLOYEE TAXES:		\$ 5.69
						NET PAY:		\$ 68.73
YEAR TO DATE (YTD) EARNINGS			YEAR TO DATE (YTD) DEDUCTIONS			YEAR TO DATE (YTD) TAXES		
			EARNINGS			MEDICARE		\$ 1.08
REGULAR			\$ 74.42			FICA		\$ 4.61
TOTALS			\$ 74.42					
TOTAL YTD EARNINGS:			\$ 74.42	TOTAL YTD DEDUCTIONS:	\$ 0.00	TOTAL YTD TAXES:		\$ 5.69
DIRECT DEPOSIT / CHECK DETAILS								
PAYMENT METHOD:			LIVE CHECK	AMOUNT:				\$ 68.73
TOTAL NET PAY:								\$ 68.73

000111125

Acumen Fiscal Agent
 5416 E Baseline Rd
 Suite 200
 Mesa, AZ 85206

DATE August 22, 2025

PAY TO THE ORDER OF PATRICIA EMPLOYEE \$ 68.73

Sixty-eight dollars and 73/100 DOLLARS

FOR RECORD PURPOSES ONLY
****NON-NEGOTIABLE****

MEMO _____

⑆0003714125⑆ t122105278t 6123013044⑆