Key FOB Guide

Key FOB Basics

- FOB is a small device kept with the Client at all times

- The FOB is used as an alternative option for EVV
  - Used if no computer, smartphone, or landline available

- The FOB is meant to be used for Real-Time Entry
  - Employees with Clock In and Out with the FOB

- Acumen will help determine your eligibility for Key FOB

How to use Key FOB

Key FOB Process

1. When arriving for shift, Employee will ask Client for FOB
    *   FOB should always be with Client

2. Power on FOB to obtain 6 digit token

3. Record the Date/Time & 6 digit FOB token
    *   Record on separate sheet of paper

4. Employee is on the clock and ready to work

5. Repeat steps 2 & 3 at the end of the shift
   *   Record Clock Out time and FOB token

How to Submit Time

DCI Web Portal

- Employee will log into the DCI Web Portal
- Use "Add Entry" feature to add shift
- EVV Method will be "Secure FOB"
- Use recorded time and Key FOB Token
- Time needs to be close to the time that the Key FOB token was generated
- If correct, and your program allows, this shift will be approved automatically

Accessing the DCI Web Portal

1. Open an Internet Browser on a computer or mobile device

2. Navigate to the DCI Web Portal

3. Enter Employee Username/Password

4. Use Forgot Password link if needed

5. Contact Acumen Agent for help
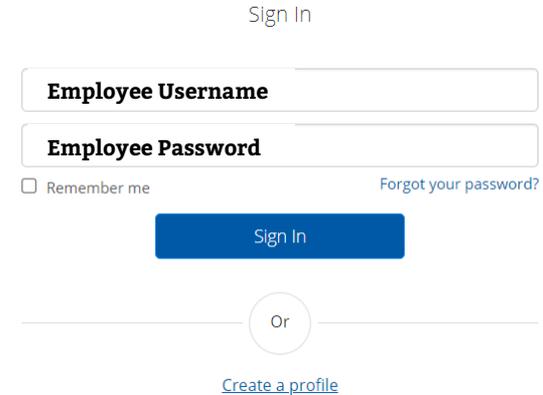
Sign In

Employee Username

Employee Password

☐ Remember me   Forgot your password?

Sign In

Or

Create a profile

Add New Entry

Entry Type: Punch

Employee Name: SOONER SUSIE

Account Type: Hourly

Client: DUCK DONALD - OK9874 ❶

Service Code: PSA ❷

Service Date: 07/20/2020 ❸

Check In: 8:00 AM **Check Out:** 12:00 PM ❹

EVV Method: Secure FOB ❺

Clock In EVV Location: Select Location

Clock Out EVV Location: Select Location

Start Token: 123456 ❻ **End Token:** 654321 ❼

Check Out Date: 07/20/2020

Diagnostic Code: Diagnostic Code

Notes: Add Notes for Punch ❽

Attachment: 🔗 Add Attachment

Cancel   Save ❾

1. Type Client Name > Select from list

2. Select Service Code for shift

3. Select Date of shift

4. Select Clock In & Clock Out Time

5. EVV Method is Secure FOB

6. Enter FOB Token from Clock IN

7. Enter FOB Token from Clock OUT

8. Notes & Attachments are optional

9. Click Save > Click Yes

Key FOB Recap

- Contact Acumen Agent to see if FOB is right for you

- If eligible, Acumen will setup FOB on your account
    - Once set up, Acumen will send FOB to your address

- FOB is to always remain with the Client

- Submit time via DCI Web Portal

- All time should still be submitted prior to payroll deadlines

- Contact Agent or Customer Service with any questions

Where to go for help?

- **Utilize our [DCI Training Materials](#) for more help**
  - This will give you a full list of Training Materials for DCI

- **Contact your Acumen Agent for more help**

  - Contact Customer Service if you don't know your assigned agent

  Phone: (866) 235-4745

  acumenfiscalagent.com

Thank you!

Visit the **Acumen Help Center** to learn more at:
acumenfiscalagent.zendesk.com