Acumen Key FOB

Acumen powered by DCI Software

How to Use

1. **Power on FOB at start of shift**
2. **Record FOB Token & start time**
3. **Complete shift**
4. **Power on FOB at end of shift**
5. **Record FOB Token & end time**
6. **Submit time via DCI Web Portal**

The Key FOB is an alternative EVV option for Clients with limited or no access to the Mobile App or Phone EVV.

- The FOB is a small device that should be kept with the Client at all times.
- This device is used for Real-Time Entry.
- Time is submitted via the DCI Web Portal
- Acumen will help determine eligibility.
- Cost of the Key FOB is $20

How to Submit Time

1. **Gather recorded times & tokens**
2. **Login to the DCI Web Portal**
3. **Select the** Add Entry **button**
4. **Complete required fields**
5. **EVV Method = Secure FOB**
6. **Enter tokens and submit**

Click below to learn more about DCI
acumenfiscalagent.zendesk.com