

# DCI Messaging – Account Statements

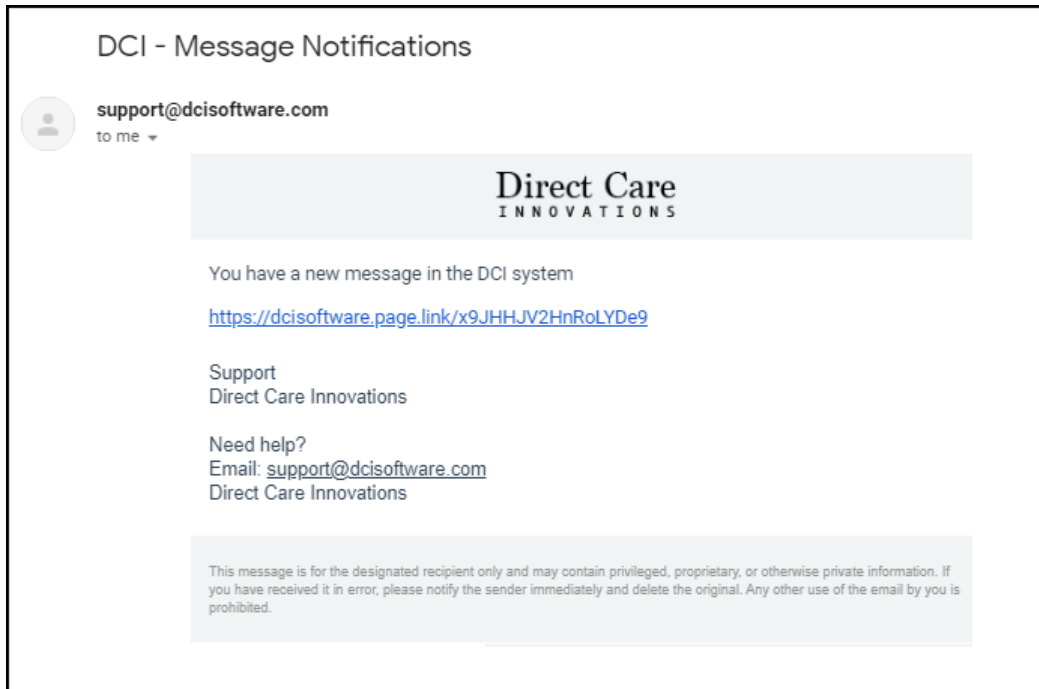
In an effort to provide enhanced privacy and security, Acumen Inc. has activated a new feature in DCI for employers.

DCI Messaging for Account Statements notifies users when the account statement has been generated and is available for review. Additionally, the messaging feature will allow users the ability to maintain, delete or archive their messages. Archiving messages provides the ability to save previous messages and attachments for record keeping.

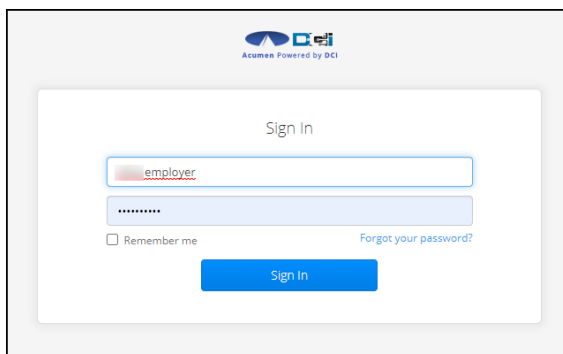
Instructions on how to access statements has been provided below:

## **Viewing Message and Statement:**

A notification will be sent to the user's email alerting of a new message in the DCI Portal. Users can click on the link in the message to access the login page for DCI.

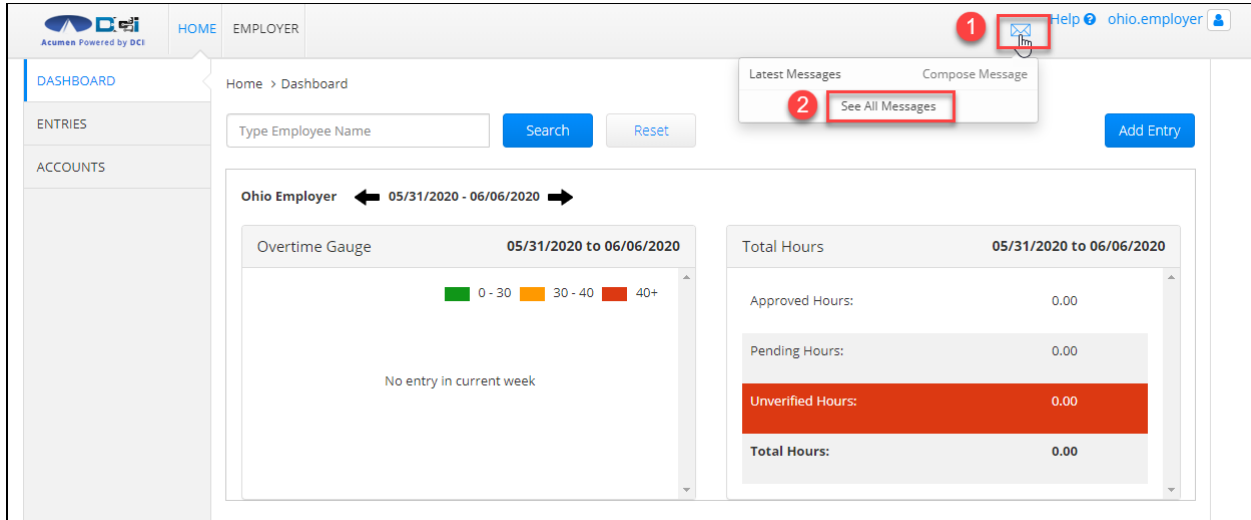


User will need to provide their User ID and password at the login page.

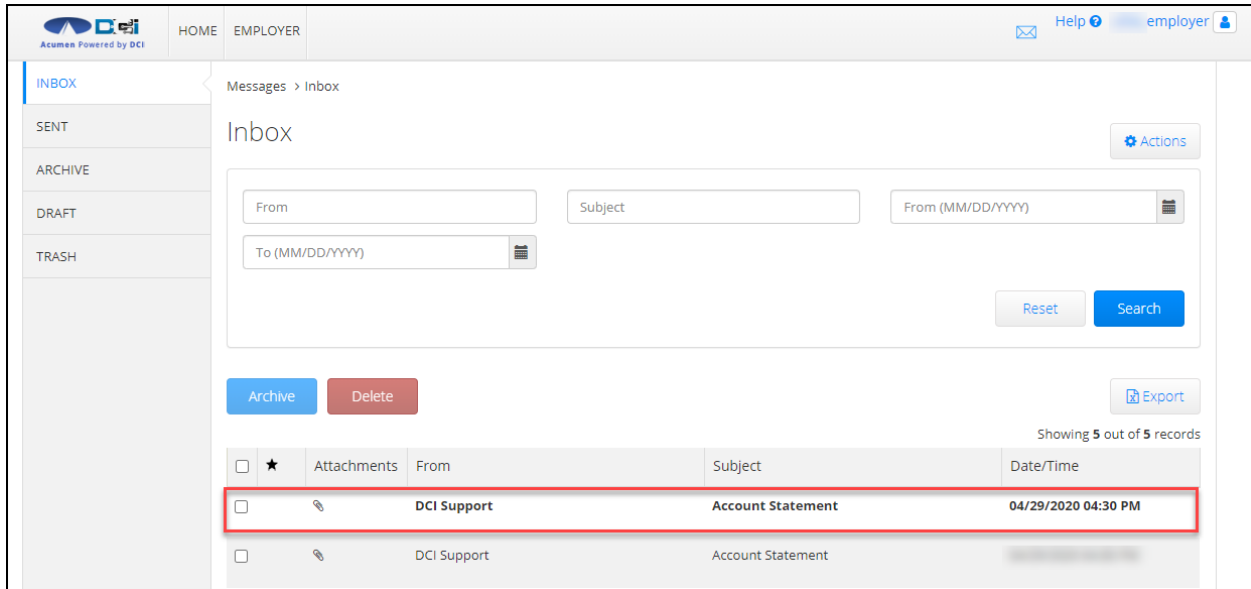


# DCI Messaging – Account Statements

On the upper right corner of the page, click on the envelope icon and select “See All Messages” link in the drop down.



Select the current message to open.



# DCI Messaging – Account Statements

Upon opening the message, Click on the Attachments tab to load the attachment.

**NOTE:** The attachment name contains the pay period dates for which the statement contains.

The screenshot shows the DCI Messaging interface. The top navigation bar includes 'HOME' and 'EMPLOYER' tabs, along with a 'Help' link and a user profile icon labeled '.employer'. The left sidebar contains a navigation menu with 'INBOX', 'SENT', 'ARCHIVE', 'DRAFT', and 'TRASH'. The main content area displays 'Message Details - 243402' and 'Account Statement' information, including 'From: DCI Support', 'To: Employer', and 'Priority: Low'. Below the message content, there are 'Notes' and 'Attachments' tabs. The 'Attachments' tab is highlighted with a red circle and the number 1. Below the tabs, there are search filters for 'From (MM/DD/YYYY)', 'To (MM/DD/YYYY)', 'File Name', 'Select Type', 'Type Added By', and 'Active'. A 'Search' button is present. The 'Attachments' section shows a table with one record: 'AccountStatement for\_GA1234\_04-01-2020 to 04-29-2020.pdf'. The 'Download' icon in the table is highlighted with a red circle and the number 2.

Date	File Name	File Type	File Size	Added by	Download	Status
Apr 29, 2020	AccountStatement for_GA1234_04-01-2020 to 04-29-2020.pdf	PDF	417.43 KB	DCI Support		Active

User can select to view or download the statement by clicking on corresponding icon.

## **Preview:**



## **Download:**

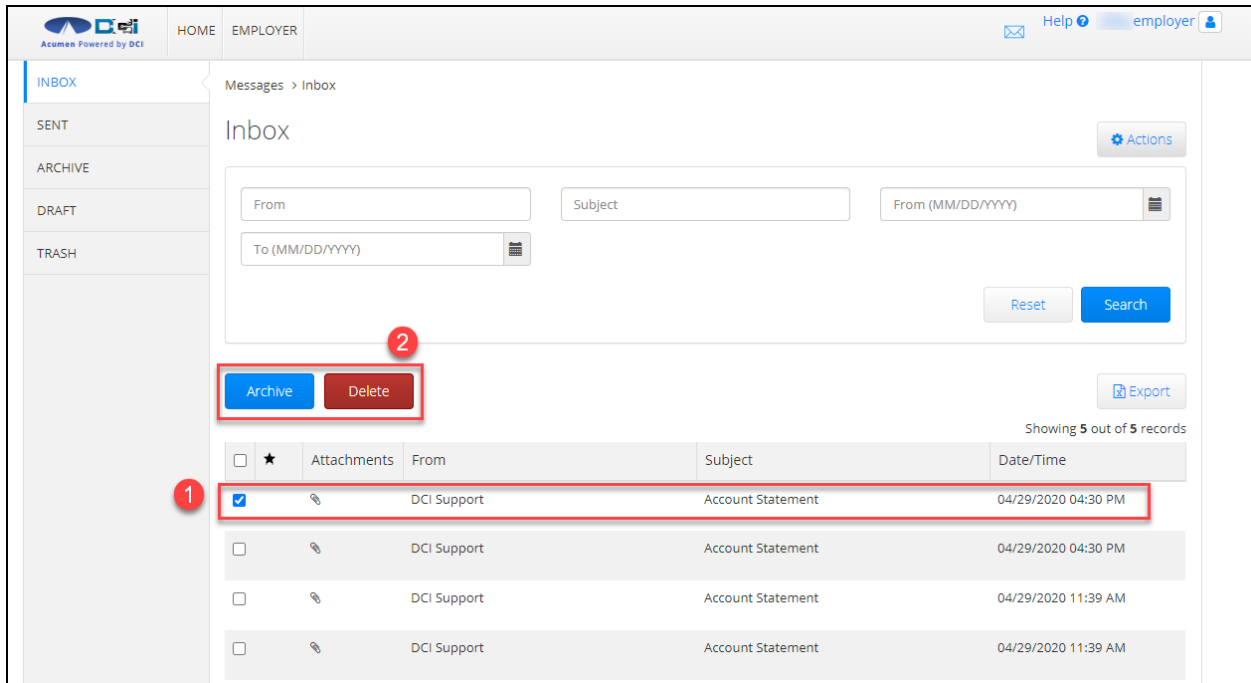


# DCI Messaging – Account Statements

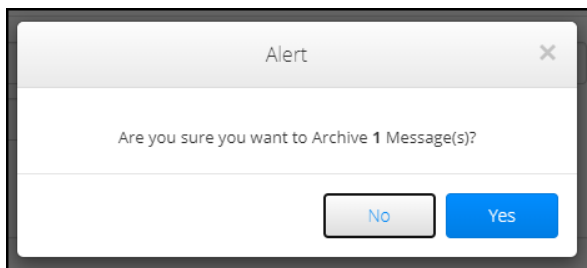
## Archive or Delete message:

To help manage the messaging Inbox, users have the ability to Archive or Delete the current or previous messages. If the message is archived, the user will be able to view the message(s) again. However, if the message is Deleted it will be moved to the Trash section and will only be able for a limited amount of time.

User will check the message(s) to be archived or deleted. Click the Archive or Delete button as shown below:



The system will alert the user to confirm the choice selected (Example: Archive).



# DCI Messaging – Account Statements

Confirmation that the message has been Archived or Deleted will appear in green on the Inbox page.

The screenshot displays the DCI Messaging interface. At the top, there is a navigation bar with 'HOME' and 'EMPLOYER' tabs, and a user profile 'employer'. The main content area is titled 'Messages > Inbox'. On the left, a sidebar shows folders: INBOX, SENT, ARCHIVE, DRAFT, and TRASH. The main inbox area has a search filter section with fields for 'From', 'Subject', 'From (MM/DD/YYYY)', and 'To (MM/DD/YYYY)', along with 'Reset' and 'Search' buttons. Below the search filters, a green notification box with a red border states '1 message has been moved to archive'. Underneath this are 'Archive' and 'Delete' buttons. A table of messages is shown below, with columns for checkboxes, star, attachments, from, subject, and date/time. The table contains four rows of messages from 'DCI Support' with the subject 'Account Statement'. The text 'Showing 5 out of 5 records' is visible at the bottom right of the table area.

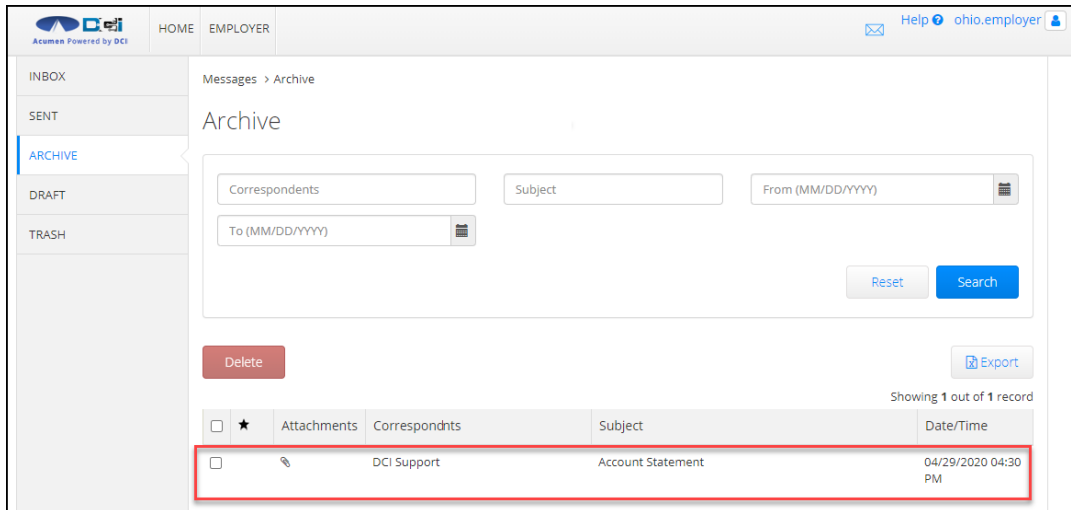
<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time
<input type="checkbox"/>			DCI Support	Account Statement	
<input type="checkbox"/>			DCI Support	Account Statement	
<input type="checkbox"/>			DCI Support	Account Statement	
<input type="checkbox"/>			DCI Support	Account Statement	

# DCI Messaging – Account Statements

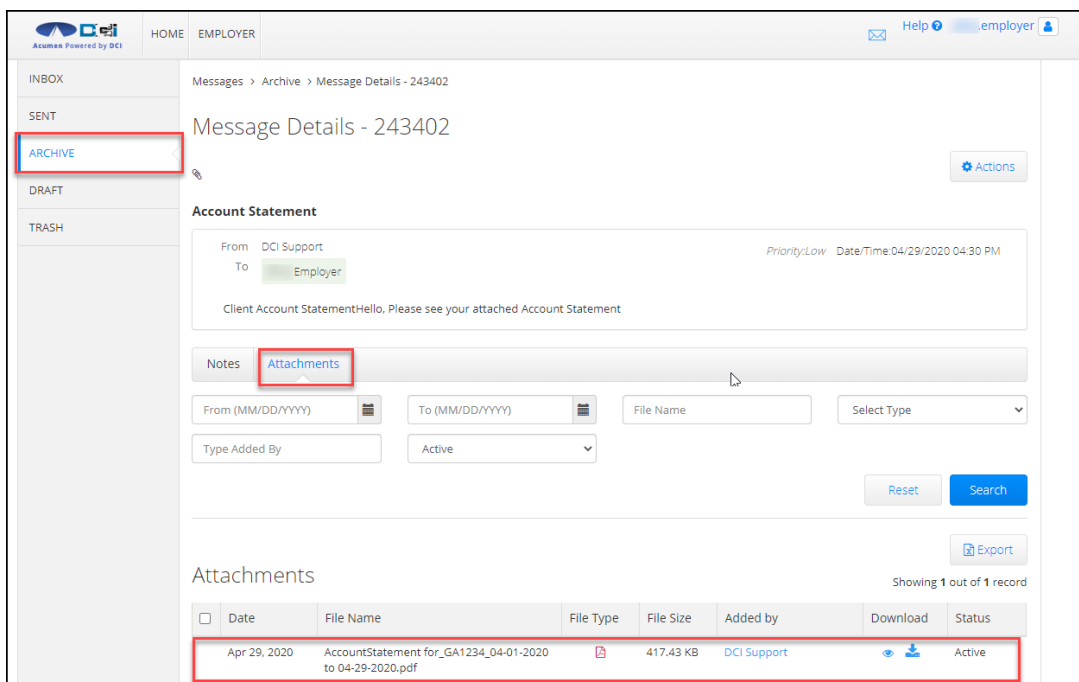
## Accessing Archived Message:

Select ARCHIVE on the left side of the DCI Messaging Center.

All Archived messages will appear on the screen, to select the message needed, simply click on the message.



To view statement, click on the Attachments tab. Select the preview or download icon in the attachments section of the message.



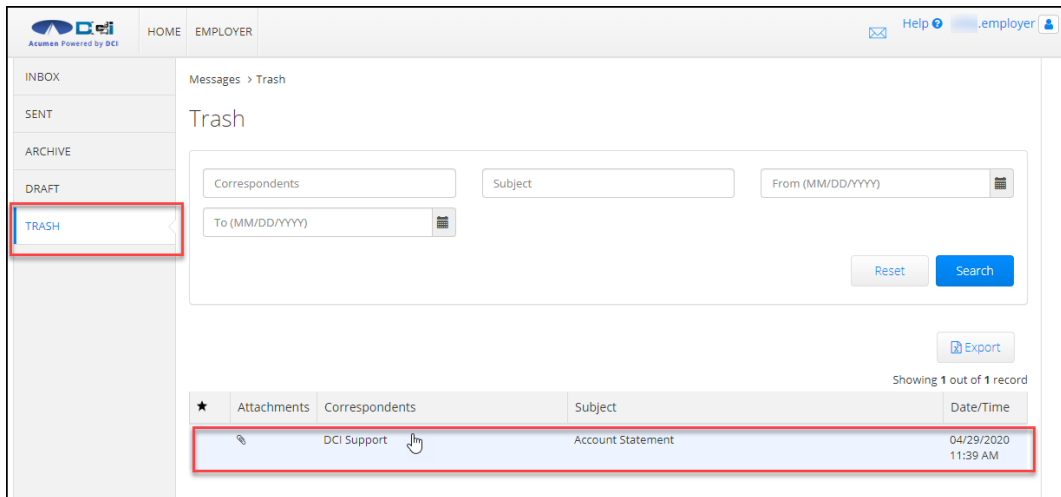
# DCI Messaging – Account Statements

## Accessing Deleted Message:

**NOTE:** Deleted messages are accessible for a limited amount of time and cannot be restored.

Select TRASH on the left side of the DCI Messaging Center.

All Deleted messages will appear on the screen, to select the message needed, simply click on the message.



To view statement, click on the Attachments tab. Select the preview or download icon in the attachments section of the message.

