# Change Profile Settings

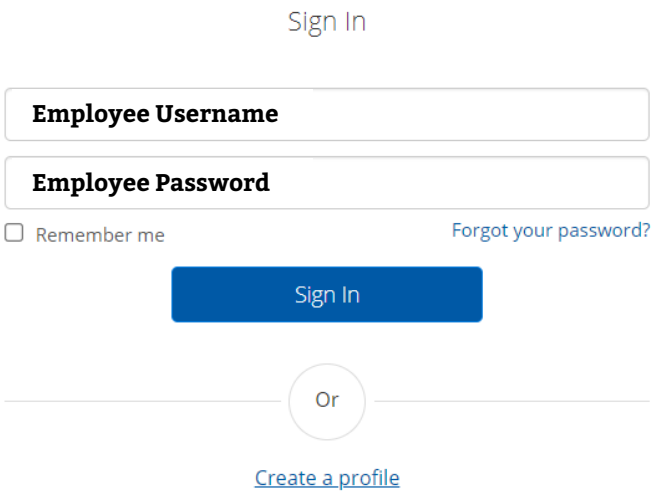
# Profile Settings Basics

- Changing Profile Settings will help keep your account secure
- DCI users can change any profile setting at any time on a computer
  - Options include: Username, Password, PIN, Email & more
- Username/Passwords are used to log into DCI across all devices
- Employee PINs are used for easier login on a mobile device
- Client PINs are used for EVV when Clocking In/Out on Mobile App
  - Only Employer or Client should know the Client PIN
- Any changes are reflected immediately on all devices

# Changing Profile Settings

# Accessing the DCI Web Portal

1. Open up an Internet Browser on your computer or Laptop
2. Navigate to the DCI Web Portal
   - acumen.dcisoftware.com
3. Enter Username and Password
   - Credentials provided by Acumen
4. Utilize Forgot Password link if necessary
5. Contact Acumen Agent with login issues




*Proprietary and Confidential: Do Not Distribute*

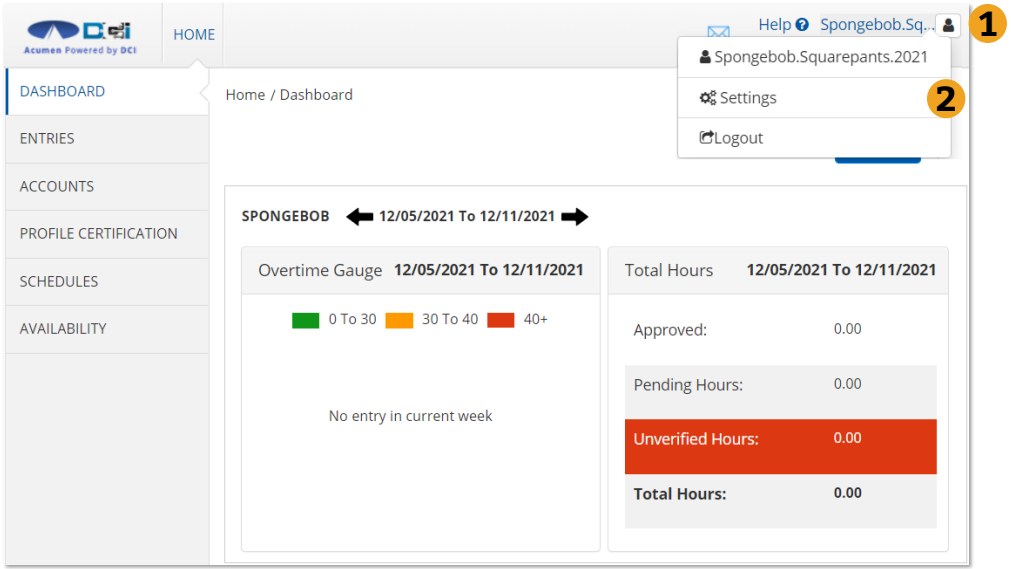
# Open Profile Settings

**Once Logged into the DCI Portal**

1. Select Username (top right)

2. Then Select Settings

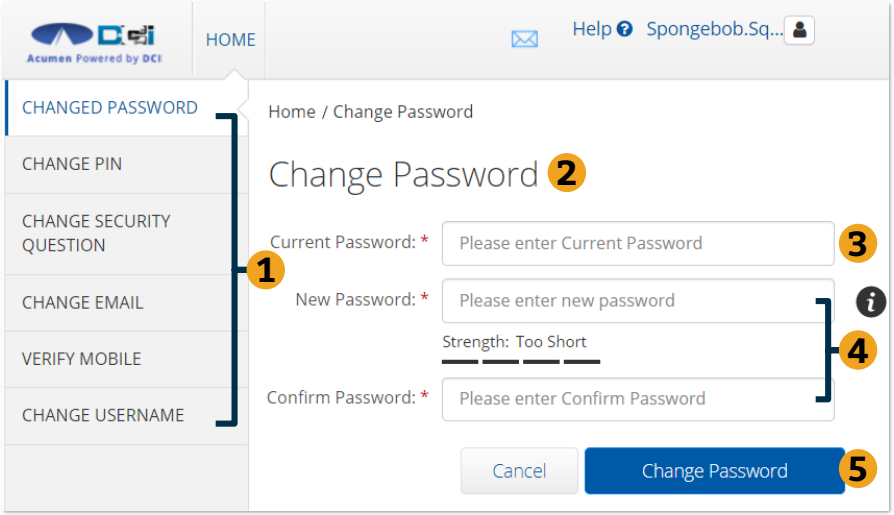
This will open your Profile Settings



# Change Password

**Once Profile Settings are open**

1. Select setting to change
2. Change Password is 1st option
3. Enter current password
4. Enter new password twice
5. Select Change Password >Yes




***Pro Tip:***

*Be sure to follow Password Criteria.*
*Make it secure & easy to remember.*

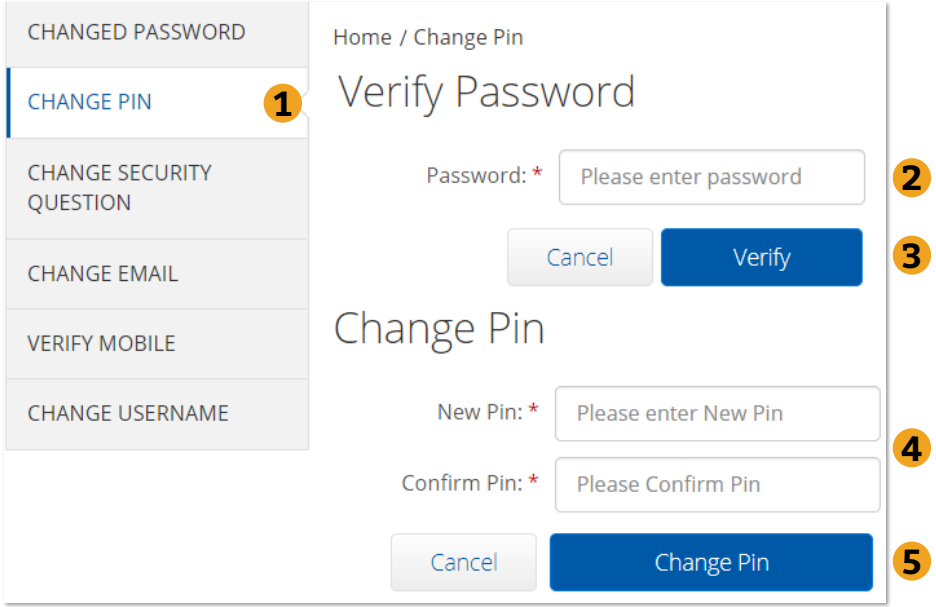
Password Criteria
1.Must be at least 10 characters.
2.Must contain 1 uppercase letters, lowercase letters, numbers and special characters
3.Must not contain more than two repeated characters in a row.
4.The password should be different from the 3 previous passwords.

# Change PIN

**Once Profile Settings are open**

1. Select Add/Change PIN
2. Enter current password
3. Select Verify
4. Enter new PIN twice
5. Select Change PIN > Yes

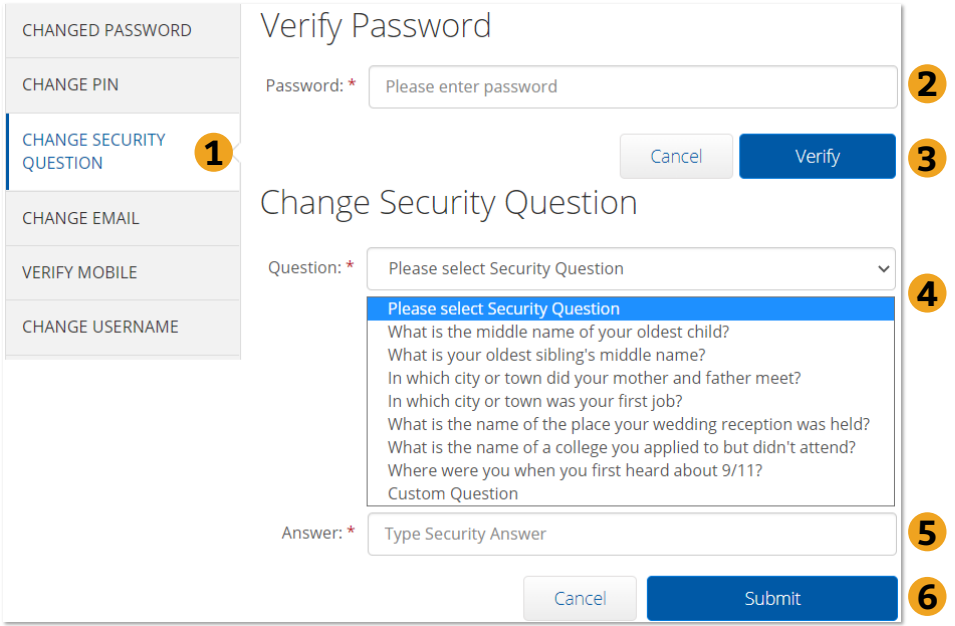
***Pro Tip:***
*Employee PIN is used for an easier login experience in the DCI Mobile App*



# Change Security Question

**Once Profile Settings are open**

1. Select Change Security Question
2. Enter current password
3. Select Verify
4. Select question from list
5. Type answer to question
6. Select Submit > Yes

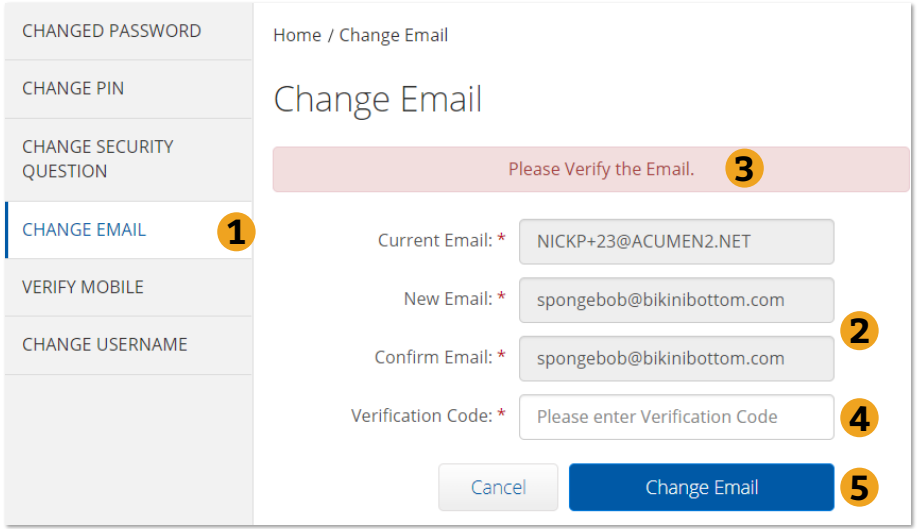


# Change Email

**Once Profile Settings are open**

1. Select Change Email
2. Enter new email twice > Submit
3. Check email for verification code
4. Enter code from email
5. Select Change Email > Yes

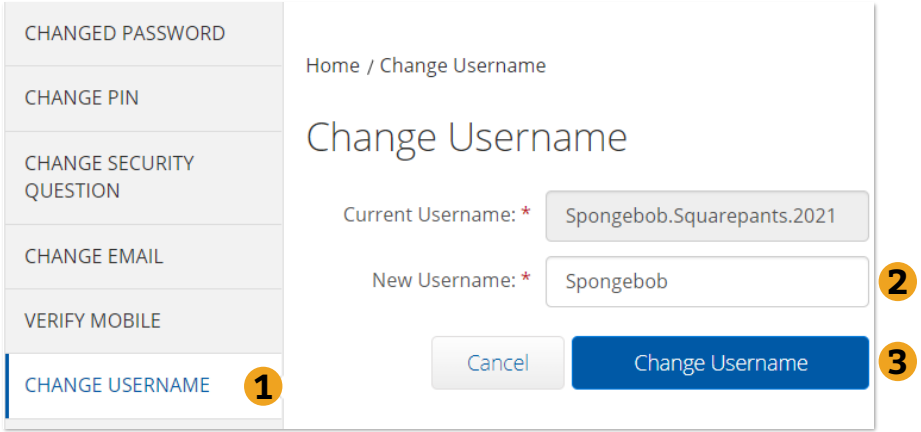
***Pro Tip:***
*Emails will help you reset passwords on your own.*



# Change Username

**Once Profile Settings are open**

1. Select Change Username
2. Enter new Username
3. Select Change Username > Yes




***Pro Tip:***
*Create a Username that is both secure & easy to remember*

# 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: (877) 211-3738

acumenfiscalagent.com

# Thank you!

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