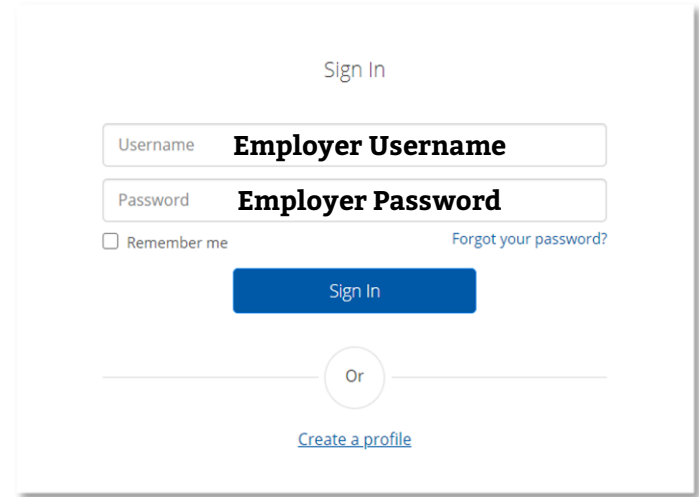




Approving Pending Entries

Accessing the DCI Web Portal

1. Open up an Internet Browser on a computer or mobile device
2. Navigate to the [DCI Web Portal](#)
3. Enter Employer Username and Password
4. Utilize Forgot Password link if necessary*
 - * Requires email to be on file
5. Contact Customer Service with login issues









The screenshot shows the 'Sign In' page of the DCI Web Portal. At the top, the text 'Sign In' is centered. Below it are two input fields: the first is labeled 'Username' and contains the text 'Employer Username'; the second is labeled 'Password' and contains the text 'Employer Password'. To the left of the password field is a checkbox labeled 'Remember me'. To the right of the password field is a link that says 'Forgot your password?'. Below these fields is a blue button with the text 'Sign In'. Underneath the button is a horizontal line with a circle containing the word 'Or' in the center. Below the line is a link that says 'Create a profile'.

Approve Pending Entries (Computer/Laptop)

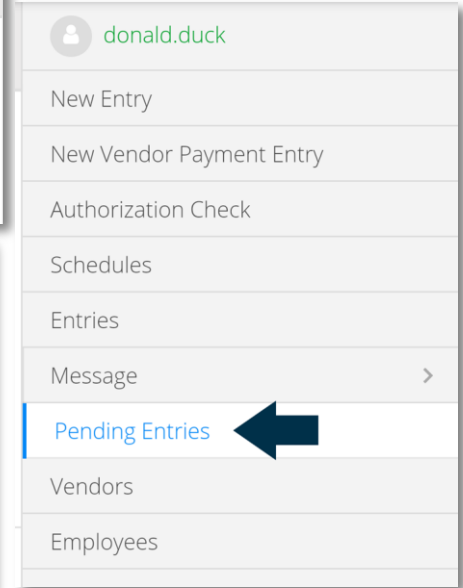
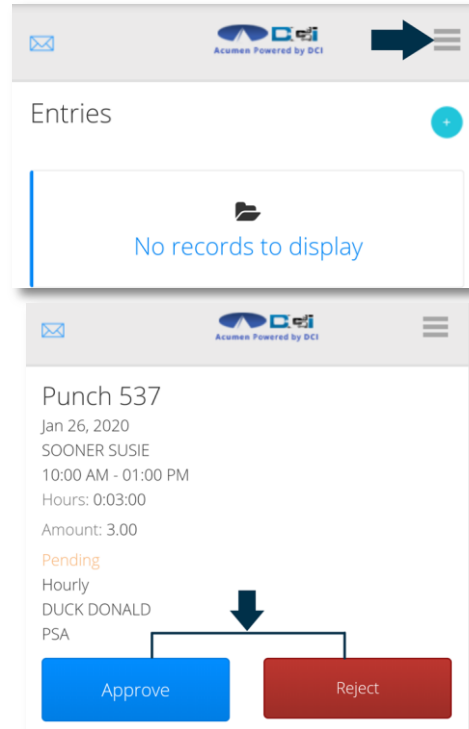
Pending Entries is the landing page

- What shows up here?
 - Any punch that requires approval
- Scroll down to view list of Entries
 - Review each entry and Approve or Reject
 - Click any entry for more detail
- If Rejected, inform Employee to re-enter time correctly via DCI Portal

Approve	Id	Service Date	Start Time	End Time
 	3596	May 08, 2019	05:00 AM	11:00 AM
 Click Here to Approve Punch				
 	1448	Feb 08, 2019	08:35 AM	04:45 PM
 Click Here to Reject Punch				

How to Approve Pending Entries (Phone/Tablet)

1. Entries page is first page shown
 - No records will be displayed
2. Select Menu button in top right corner
 - Then select Pending Entries
3. Select each Pending Entry to review
 - Approve or Reject as needed
4. If Rejected, inform Employee to re-enter time correctly
5. Refresh Pending Entries page to ensure all entries are complete



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 Customer Service for more help**



NC Phone: (877) 901-5827

WI Phone: (877) 901-5826



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Thank you!

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