



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
- Cost of the Key FOB device is \$20
- Acumen will help determine your eligibility for Key FOB



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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

DCI Web Portal

1. Navigate to acumen.dcisoftware.com
2. Enter Employee Username and Password
Username: Firstname.Lastname.AcumenID
Password: Acumen.Lastname.XXXX
3. Contact Acumen Customer Service if you are unable to log into DCI
 - a. Locked Out or need Acumen ID
4. Once logged in, click the  button

Employee Username Format

Firstname.Lastname.1234



Not Case Sensitive



Not Case Sensitive



Acumen ID

DCI Password Format

Acumen.Lastname.XXXX



First Letter Capitalized



First Letter Capitalized



Last 4 Digits of SSN

Add New Entry

Entry Type: Punch

Employee Name: SOONER SUSIE

Account Type: Hourly

Client: DUCK DONALD - OK9874 **1**

Service Code: PSA **2**

Service Date: 07/20/2020 **3**

Check In: 8:00 AM **4** Check Out: 12:00 PM **4**

EVV Method: Secure FOB **5**

Clock In EVV Location: Select Location

Clock Out EVV Location: Select Location

Start Token: 123456 **6** End Token: 654321 **7**

Check Out Date: 07/20/2020

Diagnostic Code: Diagnostic Code

Notes: Add Notes for Punch **8**

Attachment: [Add Attachment](#) **9**

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



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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



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Thank you!

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