

Important News from Your Montana Acumen Team!

NEW E-SIGNATURE OPTION - DCI MOBILE APP

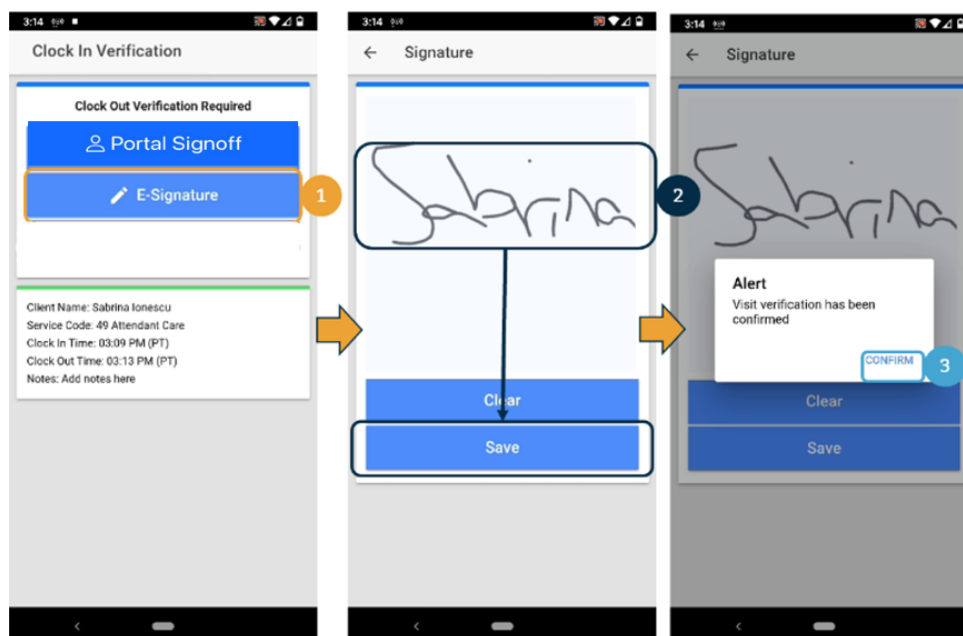
Acumen has recently been approved by the state to roll out an additional way for employees to clock out and employers to approve shifts in the DCI Mobile App. This option is called E-signature and will be available starting **July 1, 2025**.

The E-Signature option allows employers to sign off on employee shifts in real time and approve the punches on the spot. If the employer is not available to sign, the employee can still select the Portal Sign-Off option on the app. The employer will then approve the shift through the DCI Web Portal.

Please note: ONLY the Employer of Record should sign off on an employee's shift. Employees or others signing on behalf of the employer is considered fraud and can carry serious consequences.

Instructions on how to clock out using the E-Signature option:

1. When ready to clock out, the employee will click the **E-Signature** button and hand the device to the employer.
2. The employer will use their finger, stylus, or adaptive device to draw their signature on the screen.
3. If the signature looks good, click **Save**.
 - a. If the save button is selected without a signature entered, an alert will appear, and the employee will not be able to proceed.
 - b. To write the signature again, click **Clear**.
 - c. Repeat as many times as necessary
4. After the signature is saved, the employer will click **Confirm** in the alert window to validate the visit.



Please note: Although signing off on the employee's mobile device approves the shift automatically, employers will still need to log into the DCI Web portal to ensure every shift has been reviewed, approved and that no fraudulent activity has occurred.

Thank you for partnering with Acumen