Instructions for Employers to
Approve / Review Time in the DCI Web Portal

The DCI Web Portal is available for you to review, approve or reject time entries by end of pay period.

- Required for time entered in the DCI Web Portal
- Optional (but recommended) for time entered through Mobile App or Landline Solution

1. Go to the following website: https://acumen.dcisoftware.com/
2. Enter the **Employer/Authorized Representative Username**
3. Enter the **Employer/Authorized Representative Password**
4. Click "Sign In"
5. Once you sign in, the pending entries page will appear and you will have the opportunity to approve or reject the entries. Click on "A" to approve or "R" to reject a punch.
6. Once an entry is rejected, the employee can go back in and redo the entry. You will then need to approve the pending entry.
7. To review approved entries, click on "Employees" on the left, choose the employee and scroll down to see the entries

What does "unvalidated" mean?
If you see the word "unvalidated" as the reason why a punch is pending, that just means wait 5 to 10 minutes for it to determine if the punch is accepted.

How Do I Unlock an Employee Account?
To unlock an employee account:

1. Go to the portal and log in
2. Go to the Employee tab
3. Look in the bottom half right side and you will see a red "LOCKED" and blue "unlock."
4. Click on "unlock"