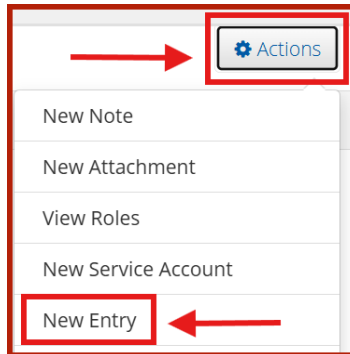
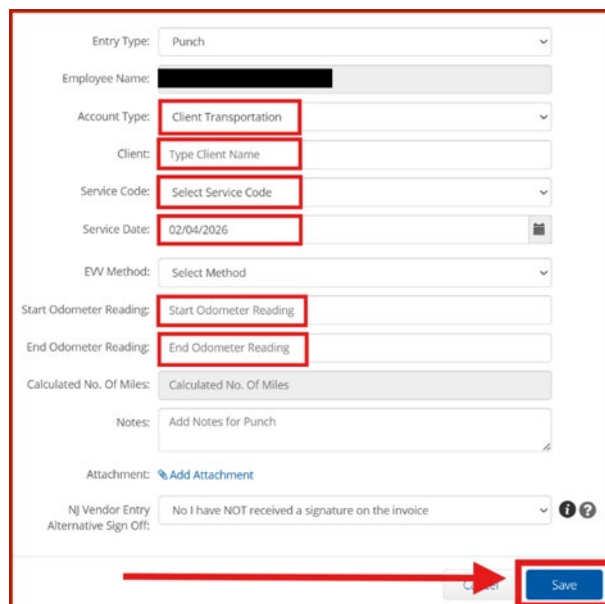


Entering Mileage in the DCI Portal

1. Login to your DCI account at acumen.dcisoftware.com
2. Go to “Actions” – “New Entry”



3. Entry Type: Punch
4. Account Type: Client Transportation
5. Client: Type Employer name (make sure to click to select)
6. Service Code: Transportation – Mileage (should autofill)
7. Service Date: Date of transportation
8. Start Odometer Reading: Beginning Odometer Reading
9. End Odometer Reading: Ending Odometer Reading
10. Click **SAVE**



A screenshot of the DCI portal's 'New Entry' form. The form is filled out with the following information: Entry Type: Punch; Employee Name: [Redacted]; Account Type: Client Transportation; Client: Type Client Name; Service Code: Select Service Code; Service Date: 02/04/2026; EV Method: Select Method; Start Odometer Reading: Start Odometer Reading; End Odometer Reading: End Odometer Reading; Calculated No. Of Miles: Calculated No. Of Miles; Notes: Add Notes for Punch; Attachment: Add Attachment; NJ Vendor Entry Alternative Sign Off: No I have NOT received a signature on the invoice. The 'Save' button is highlighted with a red box and a red arrow pointing to it from the left.