Employee:
Create and Verify Shifts (Punches) in the DCI Web Portal

Employee DCI web portal access
The DCI website is: https://ie.dcisoftware.com/Account/Login

Activate Web Portal Access
Imagine Enterprises has created your DCI profile, the system will send an activation email to the email address on the profile.

1. The profile is created by Imagine Enterprises, contact your Employer Services Manager if you do not receive the activation email sent by support@dcisoftware.com.
   a. Be sure to check your spam email if the email is not received.

2. Select the **Activate Your Profile** button in the email
   a. Please note: The Active Your Profile or Reset Password button link will only be active for a specific amount of time (typically 24 hours).
   b. After clicking the Activate Your Profile button in the email, if the link is inactive, an alert will appear "Invalid Token. Please contact your DCI administrator." ***This is Michelle Brewer.*** Select the Resend the email button and proceed back to step 2.

3. The Authenticate Password page will open. Enter the temporary password and click the **Authenticate** button.
   a. The temporary password should be communicated to the user.

4. The Update Password page will open. Enter a new password into both of the fields (must enter and confirm) and select the **Update Password** button.
   a. Password Criteria
      i. Must be at least 10 characters
      ii. Must contain 1 uppercase letter, lowercase letter, number, and special characters.
      iii. Must not contain more than two repeated characters in a row
      iv. The password should be different from the three previous passwords

5. An alert box will appear. Select **Yes** to confirm.

6. The DCI profile login page will open. Enter the updated login credentials (username/email and password) and click **Sign In**.
   a. Please note: Before signing in, use the preferred language drop-down in the upper right-hand corner of the page to update the preferred language, if applicable.

7.   The Update Security Details page will open
   a. Select a Security Question and type the Security Answer
       i. Please note: Answers are case sensitive
       ii. These will be used as a verification option if the user selects the Forgot Password link to reset their password
   b. Click Save

8.   The user is now logged in to their DCI profile

Preferred Language
DCI offers the user the ability to select a preferred language. "EN" will be visible in the top right-hand corner of the login screen. EN stands for English, which is the default language of the system, however, the following languages are available:
- English
- Spanish
- Vietnamese
- Russian
- Mandarin
- Somali
- Arabic

Change preferred language at login
1. Click EN
2. Select the **Preferred Language** from the list. Scroll to see all available languages.
3. Click OK

Upon logging in to DCI, the user lands on the dashboard. The header is referred to as the **main menu** and has the following options from left to right:
- Home
    - Click to return to the dashboard
- Messaging Module (envelope icon) NOT AVAILABLE UNTIL 12/2023
- Help
    - o Access the help center
    - Search for articles, guides, and videos regarding navigation and processes in DCI.
- User Name
    - Displays who is currently logged in to DCI
- Settings (person icon)
    - Update PIN, password, security question, email, and username.
    - Verify mobile device

Create and Verify Shifts (Punches) in the DCI Web Portal: An Employee's Guide - Video

By the end of this video, you will understand how to:

- Make a punch from DCI web portal – example: I forgot to clock in.
- Edit a pending punch – example: I forgot to log out, forgot log notes.
- Verify an unverified punch – When your employer performed visit maintenance to your punch
- Make a historical punch from your DCI Mobile App
- Other methods as needed

Click the link to launch the video: https://directcareinnovations.wistia.com/medias/kdeuzhe8da

If you need additional technical assistance, contact your area Employer Services Manager:

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