

# Provider – How to Enter Mileage



**Purpose:** This guide provides step-by-step instructions for providers to enter their mileage.


**Section One:** Instructions on entering miles using the OR PTC DCI Mobile Web (using your smart device)

**Section Two:** Instructions on entering miles using the OR PTC DCI Web Portal (using a laptop or desktop)

**Outcome:** Providers will be able to navigate both the mobile web and web portal to enter their mileage.

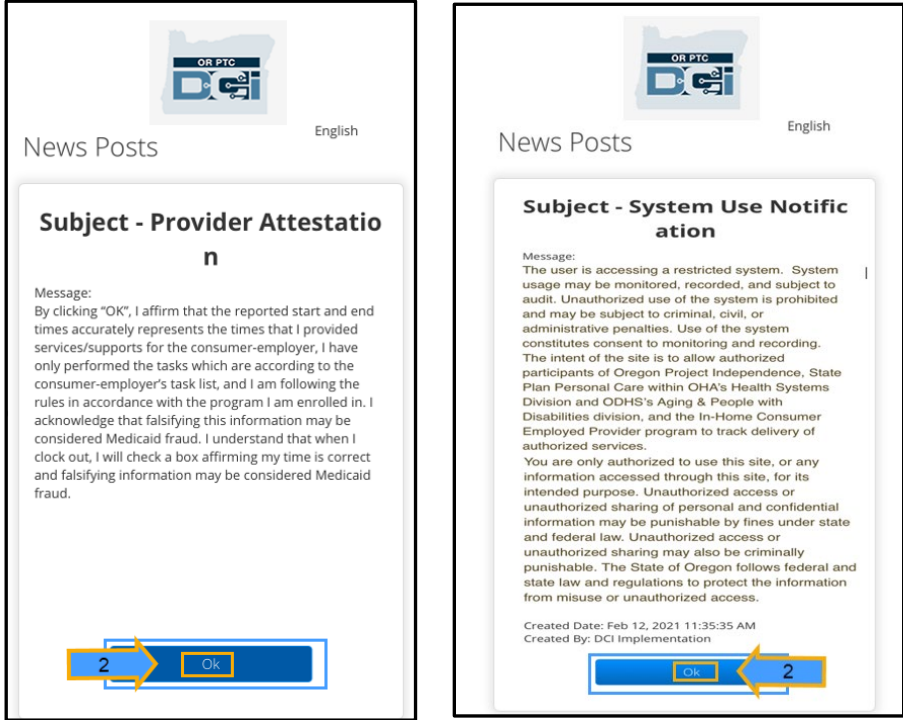

Steps to complete process:

## Section One: Entering miles using the OR PTC DCI Mobile Web.

#	Description	Relevant Screenshot/Link
1	Using the web browser on your mobile device, type in OR PTC DCI and open log-in screen.  Enter your Username and Password. Tap 'Sign In'	Web Link: <a href="http://orptc.dcisoftware.com">orptc.dcisoftware.com</a> 

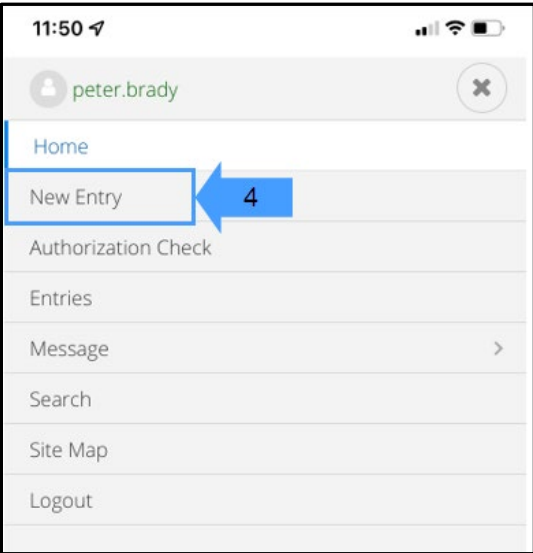
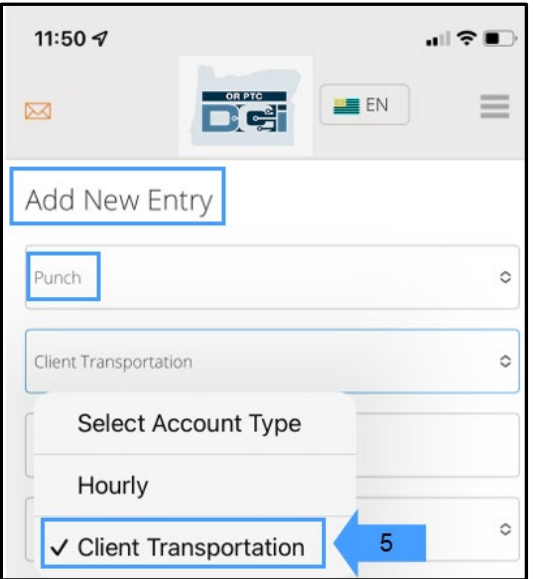
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<p>2</p>	<p>News Posts:</p> <p><b>Subject – Provider Attestation</b></p> <p><b>Subject – System Use Notification</b></p> <p>Read each carefully,</p> <p>Tap 'Ok' on each to continue.</p>	
<p>3</p>	<p>Tap on the menu button in the top right corner of the screen.</p>	

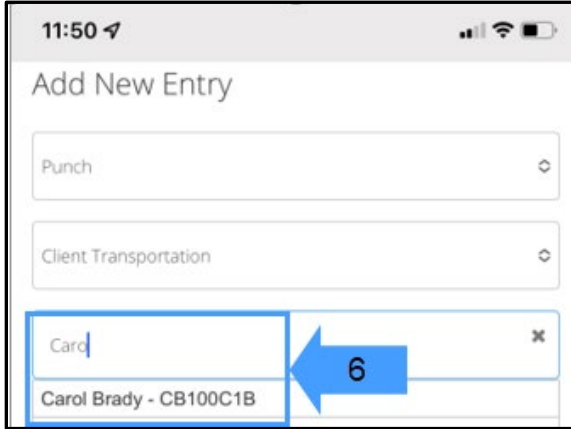
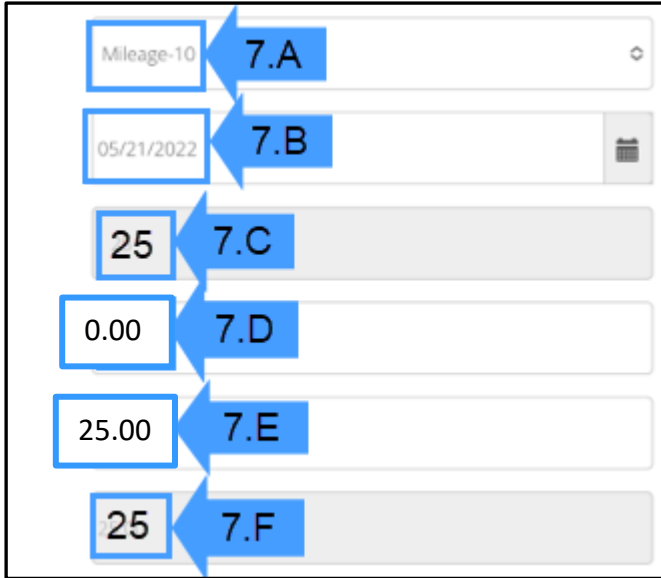
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<p><b>4</b></p>	<p>The options menu will display. Tap on 'New Entry'</p>	 <p>A screenshot of a mobile application's options menu. The menu is displayed over a background of a user profile for 'peter.brady'. The menu items are: Home, New Entry, Authorization Check, Entries, Message, Search, Site Map, and Logout. A blue box highlights the 'New Entry' option, and a blue arrow with the number '4' points to it from the right.</p>
<p><b>5</b></p>	<p>The 'Add New Entry' form will display. <b>Entry Type:</b> Auto fills 'Punch' <b>Account Type:</b> Select 'Client Transportation' from the drop-down menu</p>	 <p>A screenshot of the 'Add New Entry' form in the mobile application. The form has a title 'Add New Entry' and several input fields. The 'Entry Type' field is set to 'Punch'. The 'Account Type' field is open, showing a dropdown menu with options: 'Hourly' and 'Client Transportation'. The 'Client Transportation' option is selected, indicated by a checkmark and a blue box. A blue arrow with the number '5' points to the 'Client Transportation' option from the right.</p>

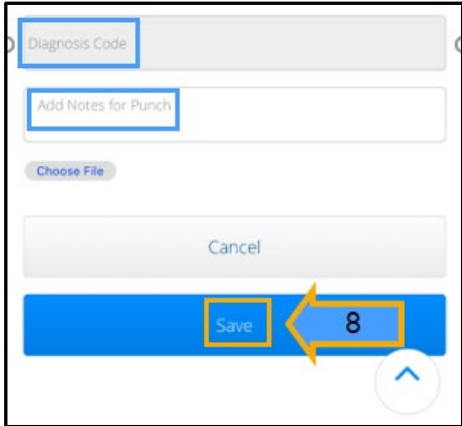
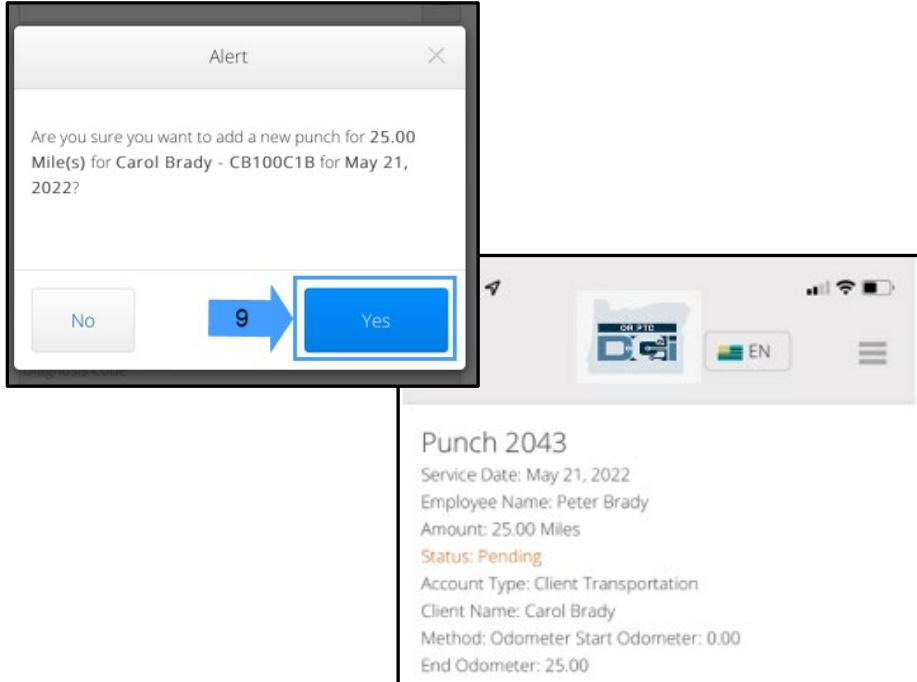
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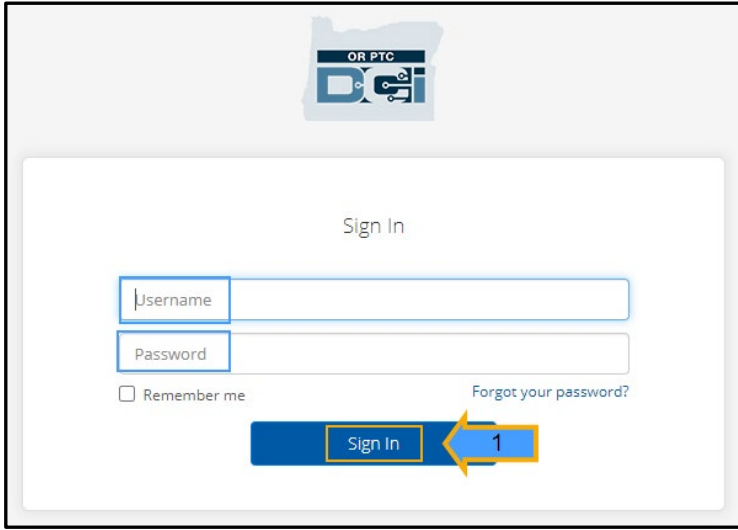
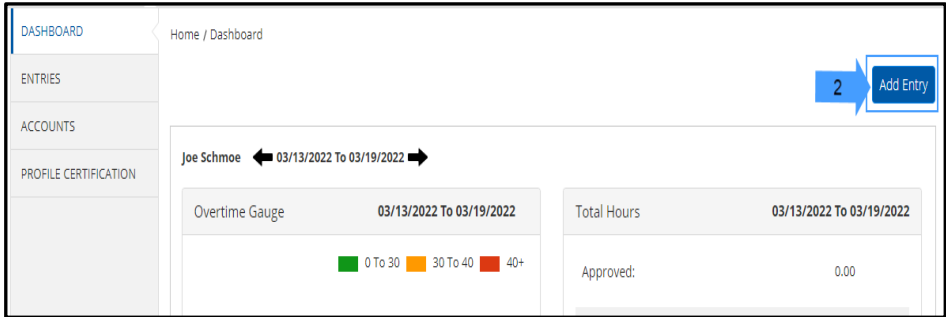
<p><b>6</b></p>	<p><b>Client:</b> Type in your consumer's name and select their name to fill in the text box.</p> <p><i>Note: You must tap on the consumer's name from the drop down to continue. If you have more than five consumers, you may need to scroll to see their name.</i></p>	
<p><b>7.A</b></p> <p><b>7.B</b></p> <p><b>7.C</b></p> <p><b>7.D</b></p> <p><b>7.E</b></p> <p><b>7.F</b></p>	<p><b>Service Code:</b> Service code will auto fill for the consumer</p> <p><b>Service Date:</b> Enter the date of service</p> <p><b>Remaining balance:</b> The remaining miles you have to claim</p> <p><b>Start Odometer Reading:</b> Enter 0.00</p> <p><b>End Odometer Reading:</b> Enter the total miles driven for the pay period, in decimal format (for example 25.00)</p> <p>Total miles entered displays</p>	

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<p>8</p>	<p><b>Diagnostic Code:</b> Will auto fill, not required <b>Add Notes to Punch:</b> Optional Tap 'Save'</p>	
<p>9</p>	<p>An alert will display, “Are you sure you want to add a new punch for...” Tap 'Yes'</p> <p>The punch entry will display in pending status and go through auto approval.</p>	

## Section Two: Entering miles using the OR PTC DCI Web Portal:

<p>1. Log into the OR PTC DCI Web Portal using a laptop or desktop computer.</p> <p>Enter your Username and Password Click 'Sign In'</p> <p><b>Note:</b> Internet Explorer is <u>not</u> supported.</p>	<p>Web Link: <a href="http://orptc.dcisoftware.com">orptc.dcisoftware.com</a></p> 
<p>2. From the home dashboard, Click on the 'Add Entry' button</p>	

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- 3.A Entry Type:** Auto fills 'Punch'
- 3.B Employee Name:** Auto fills provider's name
- 3.C Account Type:** Select 'Client Transportation' from the drop-down menu
- 3.D Client:** Type in your consumer's name and select their name to fill in the text box.
- 3.E Service Code:** Auto fills with mileage service code for the consumer
- 3.F Service Date:** Enter the date of service
- 3.G Remaining Balance:** Displays the total authorized miles to claim
- 3.H Start Odometer Reading:** Enter 0
- 3.I End Odometer Reading:** Enter the total miles driven for the pay period
- 3.J Calculated No. of Miles:** Displays total miles entered  
**Diagnostic Code:** Auto fills  
**Notes:** Optional  
**Attachment:** Optional

**4.** Click 'Save'

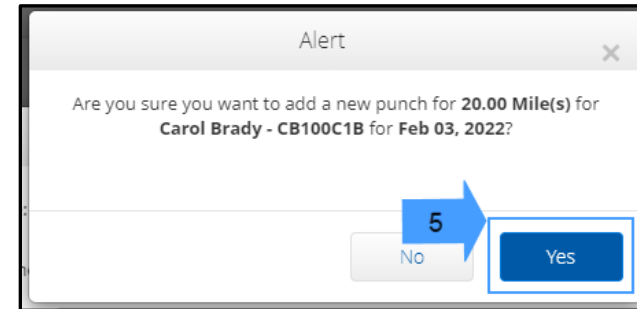
The screenshot shows a web form titled "Add New Entry" with a close button (X) in the top right corner. The form contains the following fields and callouts:

- Entry Type:** A dropdown menu with "Punch" selected. Callout 3.A points to the dropdown.
- Employee Name:** A text box containing "Peter Brady". Callout 3.B points to the text box.
- Account Type:** A dropdown menu with "Client Transportation" selected. Callout 3.C points to the dropdown.
- Client:** A text box containing "Carol Brady - CB100C1B" and a close button (X). Callout 3.D points to the text box.
- Service Code:** A dropdown menu with "Mileage-10" selected. Callout 3.E points to the dropdown.
- Service Date:** A date picker showing "02/03/2022". Callout 3.F points to the date.
- Remaining Balance:** A text box containing "20". Callout 3.G points to the text box.
- Start Odometer Reading:** A text box containing "0". Callout 3.H points to the text box.
- End Odometer Reading:** A text box containing "20". Callout 3.I points to the text box.
- Calculated No. Of Miles:** A text box containing "20.00". Callout 3.J points to the text box.
- Diagnostic Code:** A text box containing "Diagnostic Code".
- Notes:** A text area containing "Add Notes for Punch".
- Attachment:** A button labeled "Choose File".

At the bottom right of the form, there are two buttons: "Cancel" and "Save". Callout 4 points to the "Save" button.

5.

An alert will display “Are you sure you want to add....”  
Click 'Yes'



**Note:** You do not have to enter the odometer reading from your vehicle. You can enter 0 for the start odometer reading and up to the authorized miles in the end odometer reading field.

**Note:** You only need to enter your authorized mileage once a pay period.