

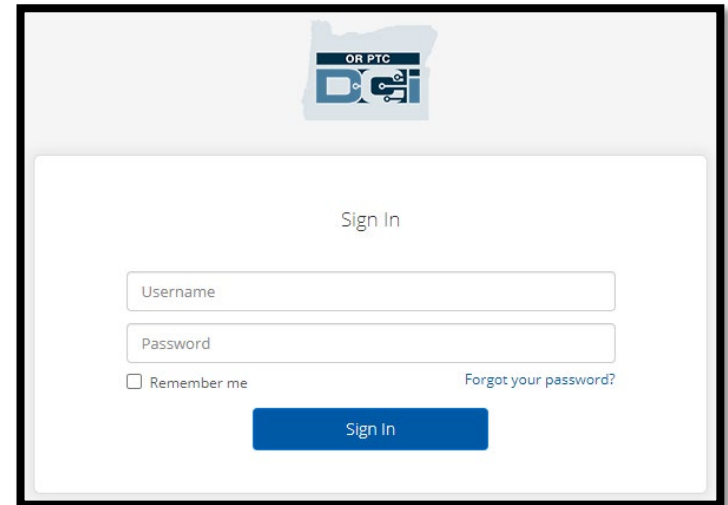
**Client Portal Sign Off (Consumer) Guide**  
**For**  
**Sign off on Provider Time Entries**  
**Version 1.3**

# OR PTC DCI Web Portal

The OR PTC DCI web portal is used to sign off on Provider time. This guide provides step by step instructions on how to sign off on your Provider's time entries.

From a desktop, laptop computer or smart device, navigate to: <https://orptc.dcisoftware.com/>

To log onto the web portal, enter your username and password provided to you by the Agency. If you don't know your username and password, you can call the DCI Help Desk at: 1-855-565-0155 or contact your Local Office.

A screenshot of the OR PTC DCI Web Portal sign-in page. At the top center is the OR PTC DCI logo, which features a blue outline of the state of Oregon with the letters 'DCI' in white and blue. Below the logo is the text 'Sign In'. There are two input fields: 'Username' and 'Password'. Below the 'Username' field is a checkbox labeled 'Remember me'. To the right of the 'Password' field is a link that says 'Forgot your password?'. At the bottom center is a blue button with the text 'Sign In' in white.

# OR PTC DCI Dashboard

1. The dashboard is your homepage.
2. Entries Requiring Sign Off is the tab you click to sign off on Provider time entries.
3. This view shows all the hours your Provider(s) worked during the week. You can choose the arrows to look at different weeks.
4. This is your settings tab. You can click on the drop-down to change language. Click on the person icon or your username to change password, PIN and other settings.

The screenshot displays the OR PTC DCI Dashboard interface. The left sidebar contains navigation tabs: DASHBOARD (1), ENTRIES REQUIRING SIGN OFF (2), and ENTRIES. The main content area shows a search bar for 'Consumer Susannah' and a date range selector for '02/21/2021 - 02/27/2021' (3). Below this is a table titled 'Total Hours Per Week' with columns for days of the week and a 'Weekly Total' column. The table lists hours for 'Provider Susannah', 'Provider Susannah 3', and 'Provider Susannah 4', along with a 'Total' row. A settings tab (4) is visible in the top right corner.

Total Hours Per Week								
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Employees	02/21/2021	02/22/2021	02/23/2021	02/24/2021	02/25/2021	02/26/2021	02/27/2021	Weekly Total
Provider Susannah	0.00	0.00	1.05	0.00	0.00	0.00	0.00	1.05
Provider Susannah 3	9.00	0.27	4.67	0.00	0.00	0.00	0.00	13.94
Provider Susannah 4	0.00	1.00	0.00	1.42	0.00	0.00	0.00	2.42
<b>Total</b>	9.00	1.27	5.72	1.42	0.00	0.00	0.00	17.41

# Entries Requiring Sign Off

1. Click Entries Requiring Sign Off tab to display all the Provider time entries that need to be signed off on.
2. These buttons allow you to “select all”, “sign off” or “reject” your Provider(s) time.
3. This is where you can see each shift the Provider(s) worked.

The screenshot shows the 'Entries Requiring Sign Off' page in a web application. The left sidebar has a navigation menu with 'ENTRIES REQUIRING SIGN OFF' selected. The main area has a search filter with fields for 'From (MM/DD/YYYY)', 'To (MM/DD/YYYY)', 'Type Service Code', 'Type Employee', and 'Select Unit'. Below the search are buttons for 'Select All', 'Sign Off', and 'Reject'. A table displays 5 records of provider time entries with columns for Id, Service Date, Type, Employee, Service Code, Start Time, End Time, EVV Locations, Units, Status, EV, and Action. The table shows three entries for Provider Susannah with pending status and sign-off/reject actions.

Id	Service Date	Type	Employee	Service Code	Start Time	End Time	EVV Locations	Units	Status	EV	Action
<input type="checkbox"/> 1057	Mar 17, 2021	Punch	Provider Susannah	Hourly AD L/IADL-1	11:22 AM	12:22 PM	Clock In: Clock Out:	1.00	Pending	No	<input type="checkbox"/> S <input type="checkbox"/> R
<input type="checkbox"/> 936	Oct 25, 2020	Punch	Provider Susannah	Hourly AD L/IADL-OP I-1	01:00 PM	05:25 PM	Clock In: Clock Out:	4.42	Pending	No	<input type="checkbox"/> S <input type="checkbox"/> R
<input type="checkbox"/> 934	Feb 23, 2021	Punch	Provider Susannah	Hourly AD L/IADL-OP I-1	02:58 PM	03:00 PM	Clock In: Clock Out:	0.03	Pending	No	<input type="checkbox"/> S <input type="checkbox"/> R
<input type="checkbox"/> 703	Mar 25, 2021	Punch	Provider Susannah	Hourly AD L/IADL-OP I-1	07:30 AM	09:00 AM	Clock In: Clock Out:	1.50	Pending	No	<input type="checkbox"/> S <input type="checkbox"/> R

# Sign Off On All Provider(s) Time Entry at Once

You have the option to review and sign off on all time entries at once. This process allows you to select all time entries waiting for Sign Off and either sign off or reject all or a group of entries.

1. Click the blue “Select All” button.
2. Click the green “Sign Off” button to sign off on all Provider(s) time entries.
3. All time entries are now checked in the left column.

ENTRIES REQUIRING SIGN OFF

## Entries Requiring Sign Off

From (MM/DD/YYYY) To (MM/DD/YYYY)

Type Employee Select Unit

1 Select All Sign Off Reject

2

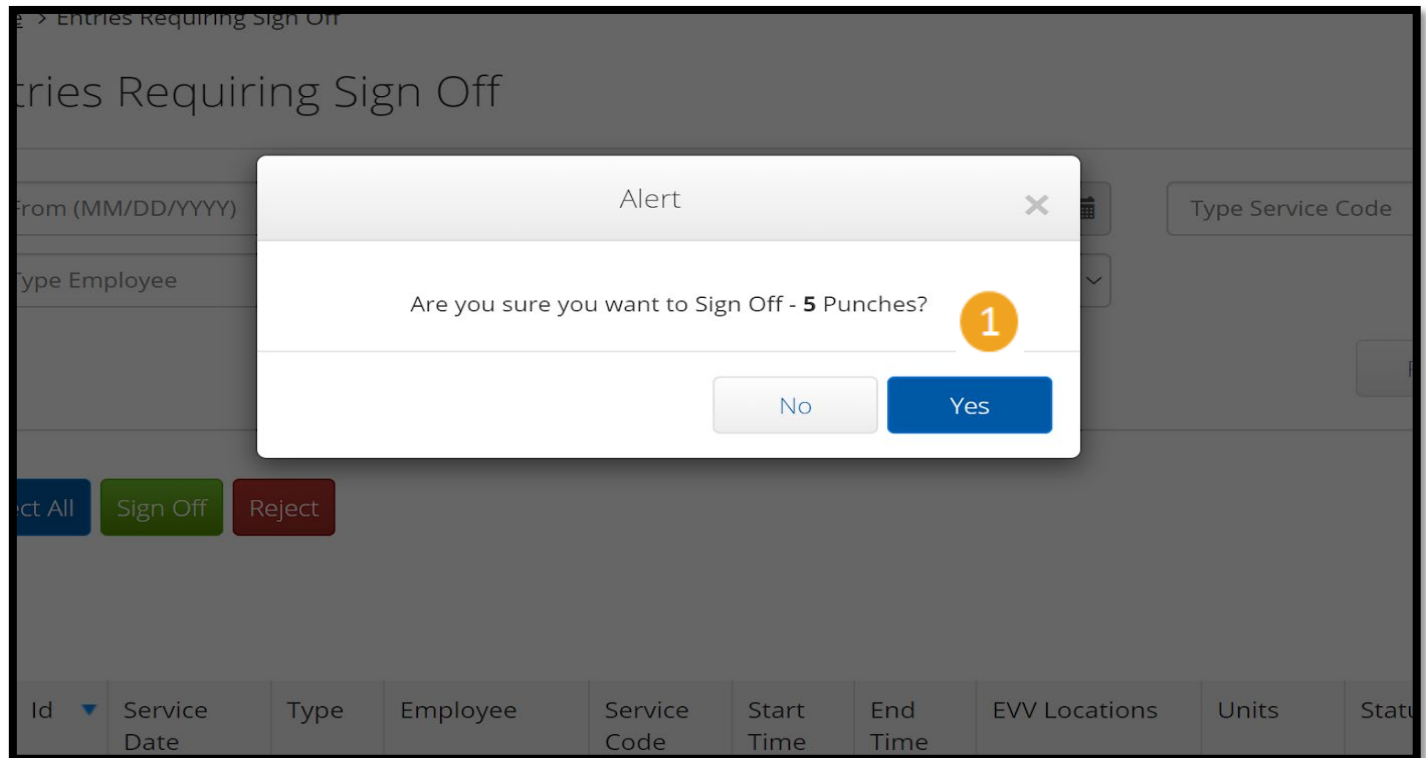
	Id	Service Date	Type	Employee	Service Code	Start Time	End Time	EW Locations
3	<input checked="" type="checkbox"/> 1057	Mar 17, 2021	Punch	Provider Susannah	Hourly AD L/IADL-1	11:22 AM	12:22 PM	Clock In: Clock Out:
	<input checked="" type="checkbox"/> 936	Oct 25, 2020	Punch	Provider Susannah	Hourly AD L/IADL-OP I-1	01:00 PM	05:25 PM	Clock In: Clock Out:

**Note** – the red “Reject” button rejects all time entries. The Provider will have to reenter their time.



# Finish Sign Off On All Provider(s) Time Entries at Once

1. Click “Yes” to finish signing off on all the Provider(s) time entries.
2. All Provider(s) time entries are now signed off on.

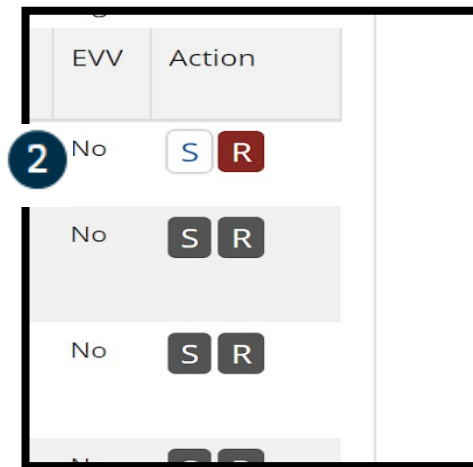
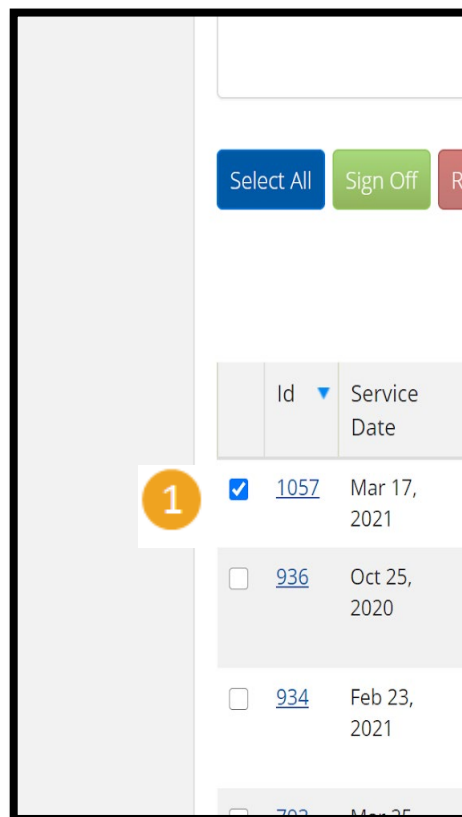


# Sign Off on One Provider Time Entry at a Time

You have the option to review each time entry and sign off one at a time if you would like.

1. Click the box next to the Provider's time entry you want to approve. Review this time entry.
2. Click the "S" button to sign off on the approved time entry.

**Note** – click the red "R" button to reject the time entry if the time entry is wrong and the Provider needs to fix it.



# Finish Sign Off on One Provider Time Entry at a Time

1. Click Yes to finish signing off on the Provider(s) time entry.

**Note:** If you sign off on one time entry at a time, you may have more Provider time entries to sign off on using the same method.

