Client Portal Sign Off (Consumer) Guide

For
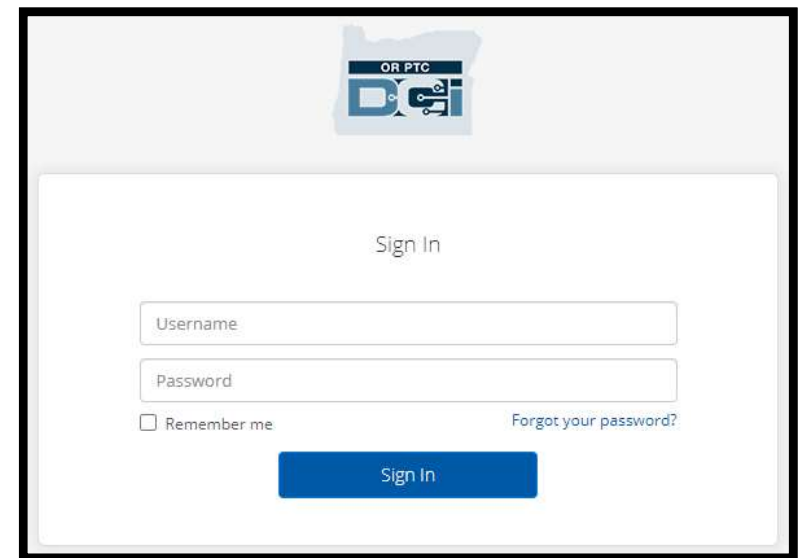## Sign off on Provider Time Entries
Version 1.3

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.

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.

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.

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.
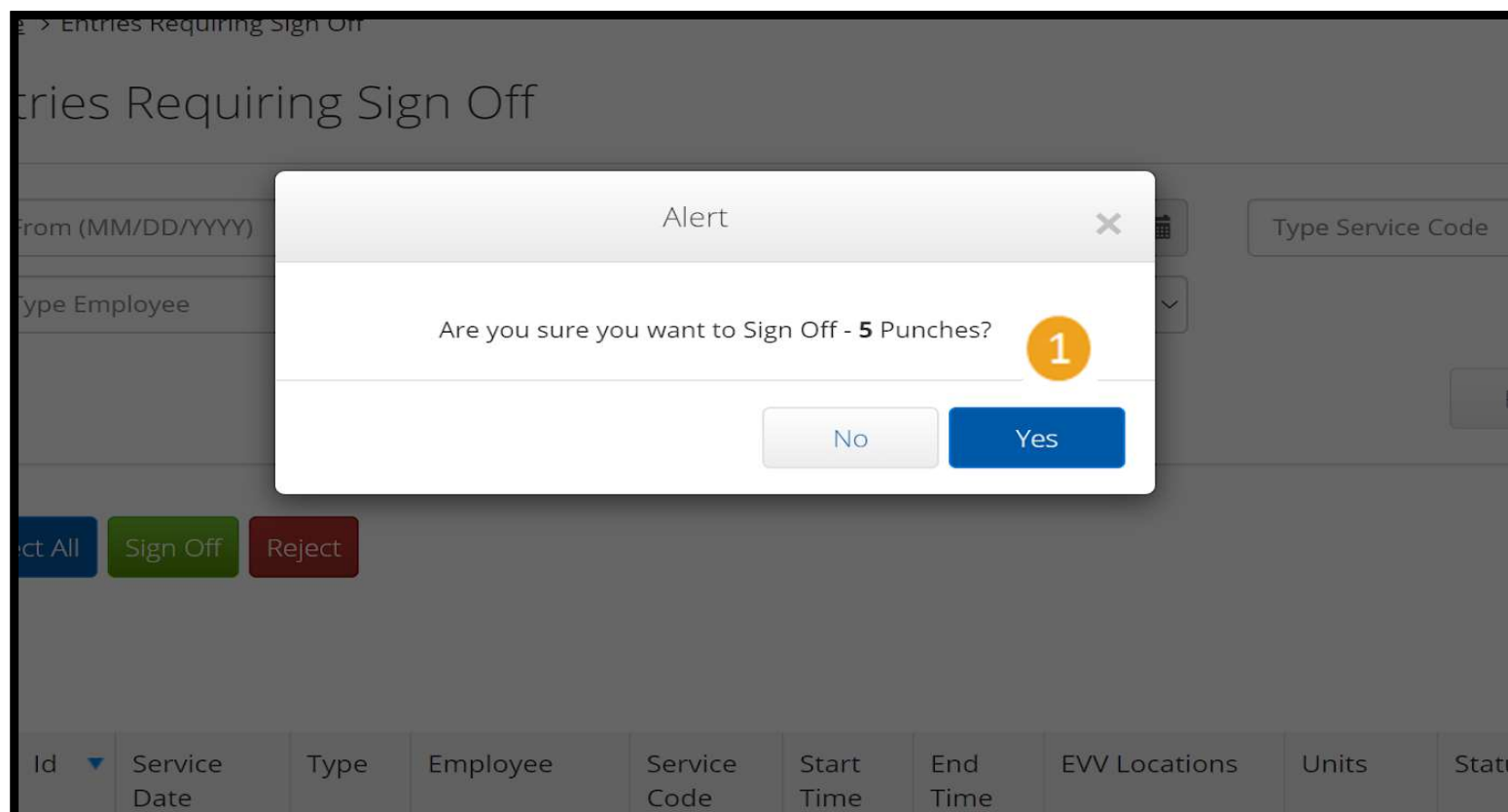3. All time entries are now checked in the left column.

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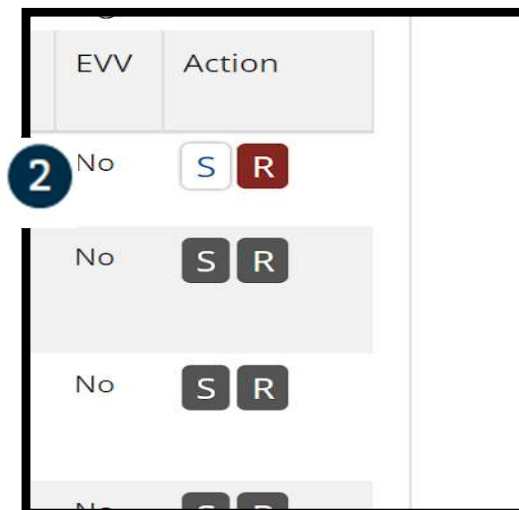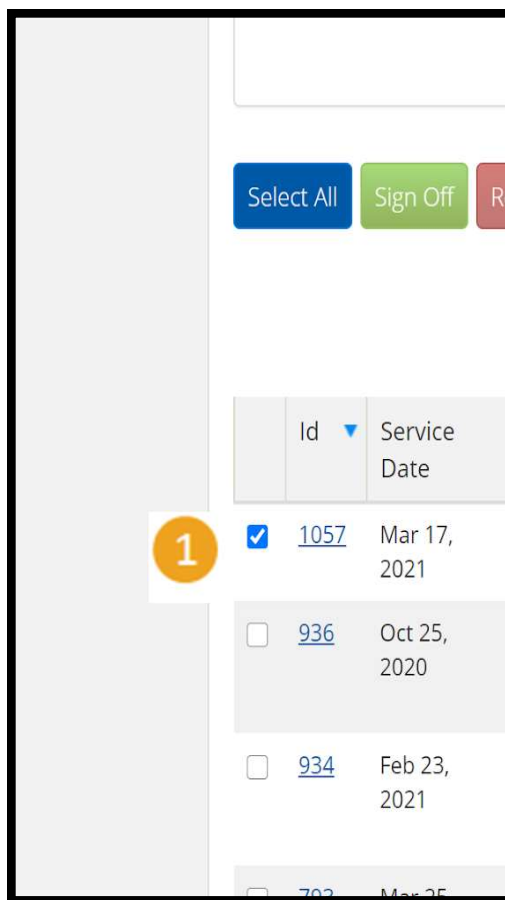
Finish Sign Off on One Provider Time Entry at a Time

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.