

# Provider Learning Materials Catalog

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## Guides

Title	Description
<a href="#">OR PTC DCI Provider Guide</a>	Information on what EVV and OR PTC DCI are and how to use the various methods of time capture.

## Quick Reference Guides (QRGs)

Title	Description
<a href="#">Adding and Changing a PIN</a>	Covers how to update an existing PIN number or add one if one has not been established.
<a href="#">Common Time Entry Errors and Business Rule Violations</a>	Explains common errors or violations that may be received and gives guidance on what to do when you receive one.
<a href="#">Time Conversion Chart - Minutes to Decimal Hours</a>	How to convert minutes to decimal hours.
<a href="#">How to Enter Mileage into OR PTC DCI</a>	This guide provides step-by-step instructions for providers to enter their mileage.
<a href="#">How to Use a Fob</a>	This guide provides step-by-step instructions for Providers using the fob device to record their time worked in OR PTC DCI.
<a href="#">How to Verify an Unverified Punch</a>	This guide provides instructions for providers on how to verify an entry in an unverified status in OR PTC DCI via the Web Portal, Mobile Web, and Mobile App. Entries in unverified status are entries edited or created by a state staff worker and need to be verified for the provider to be paid for the shift.
<a href="#">OR PTC DCI Frequently Asked Questions Tip Sheet</a>	Answers common questions a user may have when using the OR PTC DCI system.
<a href="#">OR PTC DCI Landline Tip Sheet</a>	How to create a real-time punch as well as the available OR PTC DCI Landline numbers to call.
<a href="#">OR PTC DCI Mobile Web Quick Guide</a>	Shows how providers can use the OR PTC Web Portal on a mobile device.
<a href="#">OR PTC DCI User Settings Guide</a>	How to update things such as password, PIN, security questions, email, phone number and username.
<a href="#">Over Authorized Hours Errors</a>	This guide includes what error occurs when a provider tries to claim more hours than they are authorized, what to do if they get this error, and how to prevent it.
<a href="#">Technology Comfort Level</a>	Explains the OR PTC DCI EVV Options and will help you pick the option that aligns with your level of comfort with technology.
<a href="#">Which OR PTC DCI Option is right for me?</a>	Guide of different time capture options available.
<a href="#">Provider and Consumer Resource Guide</a>	Provides an overview of available resources for support for Providers and Consumers.

## Online Learning

Title	Description
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<a href="#">Recovering a Forgotten Password</a>	Interactive walk through on how to change a password when it has been forgotten.
<a href="#">Logging In to OR PTC DCI and Changing Your User Settings</a>	Interactive walk through of changing a user's personal settings.
<a href="#">Navigating the Web Portal for Providers</a>	Interactive walk through of the OR PTC DCI Web Portal and how it is used for EVV
<a href="#">Adding a Fob Entry to the OR PTC DCI Web Portal</a>	Interactive walk through of entering fob entries into the OR PTC DCI Web Portal.

## Videos

Title	Description
<a href="#">Provider Profile Overview</a>	High level overview of what the Provider profile looks like.
<a href="#">OR PTC DCI Mobile App for Providers</a>	Video walk through of how to use the OR PTC DCI Mobile app.
<a href="#">OR PTC DCI Web Portal for Providers</a>	Video walk through of how to use the OR PTC DCI Web Portal.
<a href="#">OR PTC DCI English Provider Orientation</a>	This is a video recording of the Provider Orientation Session where each method of time entry is explained in depth with step-by-step instructions on how to use each Method.

## Technology Resources

Title	Description
<a href="#">How to Create Google Email Account</a>	Covers how to set up a free email account with Gmail.
<a href="#">How to Update Android Apps</a>	Shows instructions for updating applications on an Android smart device.
<a href="#">How to Update Apple Apps</a>	Shows instructions for updating applications on an Apple smart device.

## Other

Title	Description
<a href="#">OR PTC DCI Fob Timesheet</a>	Optional document to help record your time with the fob. <b>Note: Time must still be entered on the OR PTC DCI Web Portal.</b>