

# Client - Web Portal & Mobile App Punch Sign-Off

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**Description:** In this topic, the client will learn how to use the DCI web portal or mobile app to sign off on punch entries. If a punch is entered after the shift has been worked rather than using real-time clock in and out via mobile app, or if the employee selected Portal Sign-Off as an EVV method on the mobile app, the client must review the punch and provide sign-off.

**Role Required:** Client, Guardian

**Permission Required:** N/A

## Web Portal Sign Off

1. Log in to DCI
2. Click **Entries Requiring Sign Off** on the submenu
3. To review a single punch entry:
  - a. Click the check box in the punch row
  - b. Click **S** to sign off or **R** to reject
4. To approve or reject multiple entries at once:
  - a. Click the check boxes for each applicable punch
  - b. Click **S** to sign off or **R** to reject
  - c. Click **Yes** to confirm
5. To approve or reject all entries:
  - a. Click the blue **Select All** button
  - b. Click the green **Sign Off** button to approve or the red **Reject** button to reject
  - c. Click **Yes** to confirm

## Mobile App Sign Off

1. Log in to mobile app
2. Click the **hamburger menu** (three horizontal lines) in the upper left-hand corner
3. Select **Entries Requiring Sign Off**
4. To review a single punch entry:
  - a. Hold down on the entry until a blue circle with a check mark in it appears
  - b. Click **Action** in the upper right-hand corner
  - c. Click **Sign Off** or **Reject**
  - d. Click **Confirm** on the pop-up alert box
5. Approve or reject multiple entries at once:
  - a. Hold down each applicable entry until the blue circle with the check mark appears
  - b. Click **Action** in the upper right-hand corner
  - c. Click **Sign Off** or **Reject**
  - d. Click **Confirm** on the pop-up alert box
6. To approve or reject all entries:
  - a. Hold down on one entry until the blue circle with the check mark appears
  - b. Click **Action** in the upper right-hand corner
  - c. Click **Select All**. This will make the check mark appear on all entries.
  - d. Click **Action** in the upper right-hand corner
  - e. Click **Select All**
  - f. Click **Action** in the upper right-hand corner
  - g. Click **Sign Off** or **Reject**
  - h. Click **Confirm** on the pop-up alert box

## Related articles

- [Authorizations - Overview](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)
- [Mobile App - Logging into the Mobile App](#)
- [Reimbursement - Client Creates Reimbursement Entry - FI Mode Only](#)
- [Enter a Punch - Web Portal](#)