

Employee - View & Search for Accounts

Description: In this topic, the user will learn how to view and search for accounts that are created for their profile. Accounts allow users to complete a variety of punches and link users to a specific service, client, or program. Supervisors or employers create accounts for employees.

*Please note: When reviewing accounts, if an account is missing, please reach out to a supervisor or employer.

Role Required: Employee (base user)

Permission Required: N/A

1. Log in to DCI with personal profile
2. Click **Home** on the main menu
3. Click **Accounts** on the submenu
4. View all associated accounts in the accounts table below the filters
 - a. Up to 30 accounts will be displayed. Scroll to the bottom to load and view additional accounts.
5. Export accounts to a .CSV file by clicking **Export** at the top of the accounts table
6. Use the filters to search for a specific account, then click **Search**.
7. Results will display in the accounts table below the filters

Related articles

- [How do I use the search filters within DCI?](#)
- [Why Can't I See My Employee's Punch?](#)
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