# Reimbursements - Create and Update Service Codes to Allow Reimbursements - FI Mode Only

**Description:** In this topic, the user will learn how to create and update service codes to allow reimbursements. Reimbursements allow approved clients and employers to submit payments for reimbursement, per a client's authorization. Reimbursements can only be created for dollar-based hourly service codes that allow them.

**Role Required:** Super User

**Permission Required:** Funding Source Admin

**FI Mode Only**

## Create a New Service Code to Allow Reimbursements

1. Log in to the DCI web portal
2. Select **Settings** from the main menu
3. Select **Funding Sources** from the submenu
4. Click **Actions**
5. Select **Add New Service Code** from the drop-down menu
6. Complete the form wizard. See the article Service Code - Create, View, Edit, or Deactivate for details.

    a. In the Allow Reimbursements field, select **Yes.**
        i. Please note: The account type must be hourly, and the funding type must be dollars for the Allow Reimbursements field to be a visible option.
7. Click **Save** and **Yes** to confirm

## Update an Existing Service Code to Allow Reimbursements

1. Log in to the DCI web portal
2. Select **Settings** from the main menu
3. Select **Funding Sources** from the submenu
4. Enter the funding source name in the filter and click **Search**
5. **Click anywhere in the funding source row** to open the details page
6. Scroll down the page and select the **Service Codes** tab
7. **Click anywhere in the row of the service code** to be edited
8. Click **Actions**
9. Select **Edit Service Code** from the drop-down menu
    a. In the Allow Reimbursements field, select **Yes.**
        i. Please note: The account type must be hourly, and the funding type must be dollars for the Allow Reimbursements field to be a visible option.
10. Click **Save** and **Yes** to confirm

## Related articles

- Reimbursement - Client Creates Reimbursement Entry - FI Mode Only
- Reimbursements - Create Entries - FI Mode Only
- Other Payment Entry - Client
- Create Other Payment Entries - Employer - FI Mode Only
- Reimbursements - Manage Entries - FI Mode Only