

**DCI
Messaging–
Account
Statements/
Paystubs/W2**

Presented By: Acumen
Fiscal Agent



Acumen Fiscal Agent

Innovation • Opportunity • Freedom



OUR MISSION

Acumen Fiscal Agent facilitates freedom, choice and opportunity through innovative fiscal agent solutions.

Table of Contents



Acumen Fiscal Agent
Innovation • Opportunity • Freedom



Types of Messages



Viewing Messages



Archive/Delete Messages



Accessing Archived Messages



Acumen Fiscal Agent
Innovation • Opportunity • Freedom

Types of Messages

Paystubs/W2 (Employee)



- Employees (including compensated caregivers) who use direct deposit/Money Market pay card for their paychecks will only retrieve electronic paystubs in their secure message center on DCI messaging
- DCI messaging is secure
- If you currently receive paper paychecks, you will continue to receive paystubs attached to your paychecks in the mail
- **Well Fargo:** You are now able to retrieve paystubs from the DCI Messaging Portal, no longer need to use separate Wells Fargo site
- **Hawaii:** You will continue to receive direct deposit and paper paystubs by mail, in addition to the copy in the DCI Messaging
- **Alabama:** Reach out to your previous Fiscal Management Service (FMS) for your 2023 W2s

Account Statements (Employer)



- To provide enhanced privacy and security, Acumen Inc. has activated a new feature in DCI for employers.
- DCI Messaging for Account Statements notifies users when the account statement has been generated and is available for review.
- Additionally, the messaging feature will allow users the ability to maintain, delete or archive their messages.
- Archiving messages provides the ability to save previous messages and attachments for record keeping.

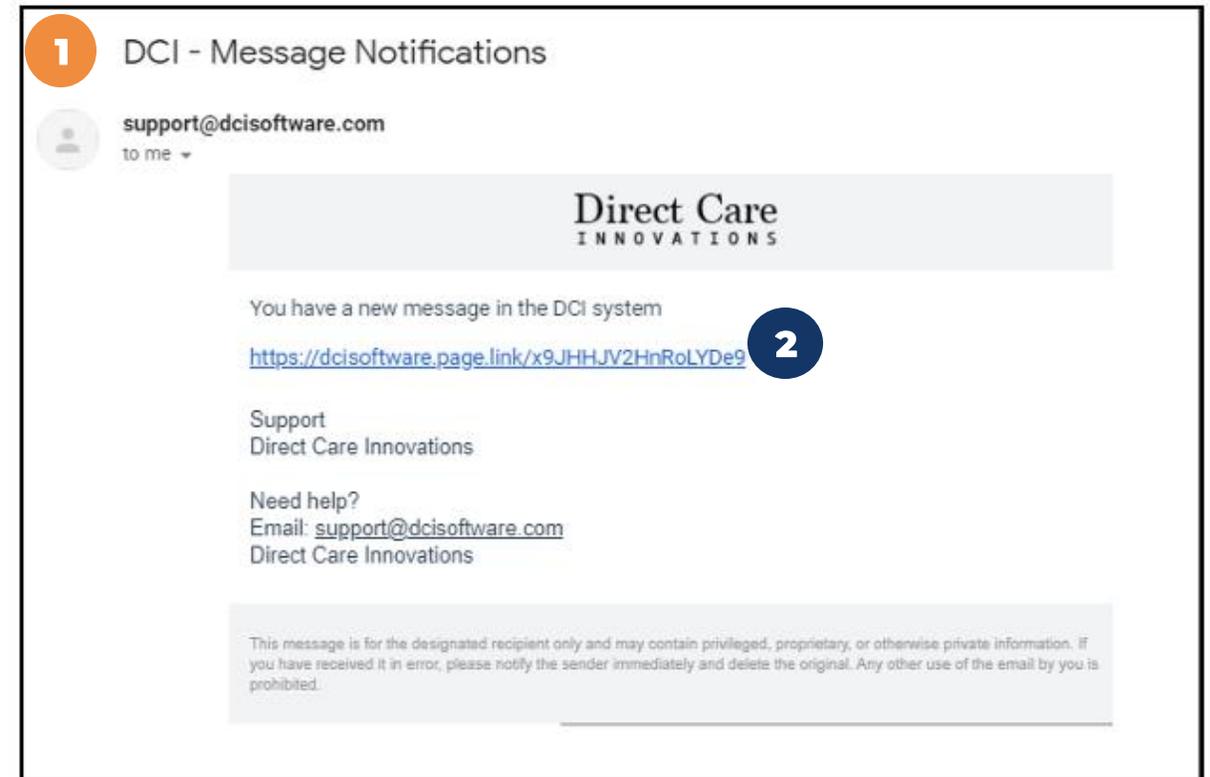


Acumen Fiscal Agent
Innovation • Opportunity • Freedom

Viewing Messages

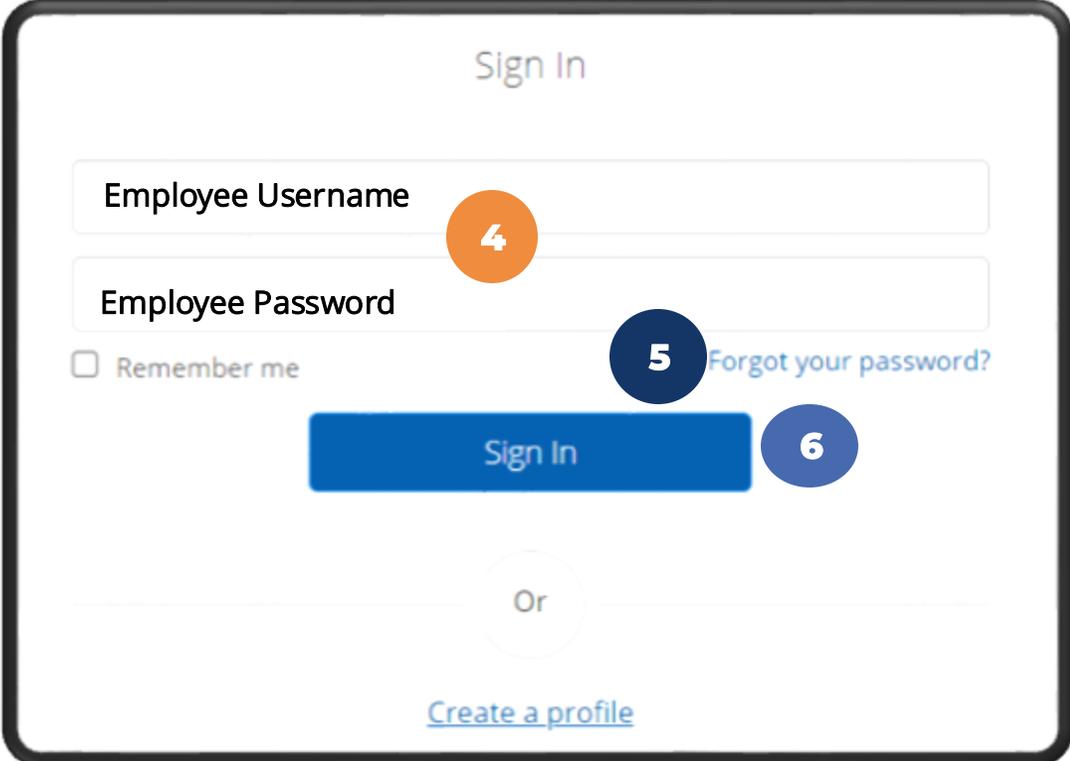
Viewing Message

1. A notification will be sent to the user's email alerting of a new message in the DCI Portal
2. Users can click on the link in the message to access the login page for DCI



Viewing Message

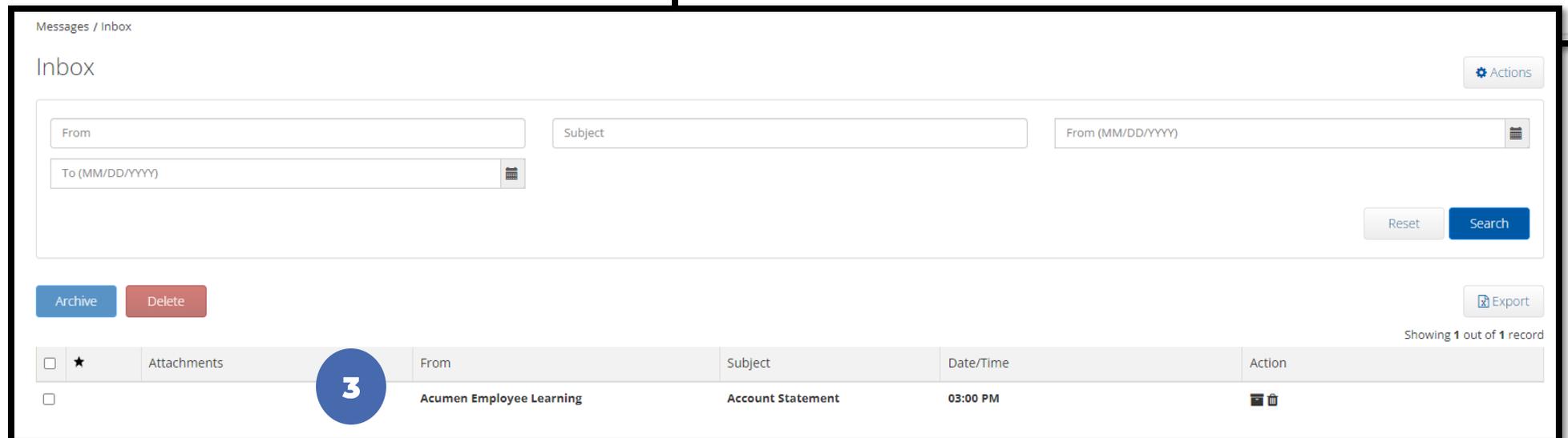
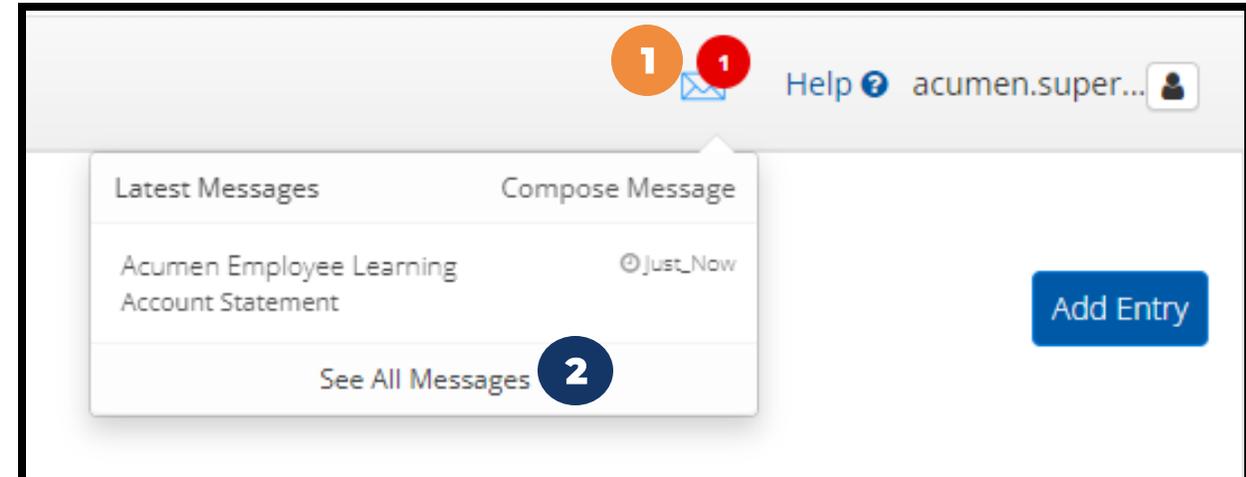
3. Navigate to the [DCI Web Portal](#) or use the link in previous step
4. Enter Employee Username and Password
 - Credentials provided by Acumen
5. Utilize Forgot Password link if necessary
 - Contact your Acumen Agent with any login issues
6. Select Sign In



The screenshot shows the 'Sign In' page of the Acumen Fiscal Agent portal. It features a title 'Sign In' at the top. Below the title are two input fields: 'Employee Username' and 'Employee Password'. A blue circle with the number '4' is positioned to the right of the 'Employee Username' field. Below the password field is a checkbox labeled 'Remember me' and a link labeled 'Forgot your password?'. A blue circle with the number '5' is positioned to the right of the 'Forgot your password?' link. Below these elements is a blue 'Sign In' button. A blue circle with the number '6' is positioned to the right of the 'Sign In' button. Below the button is a horizontal line with the word 'Or' in the center. At the bottom of the page is a link labeled 'Create a profile'.

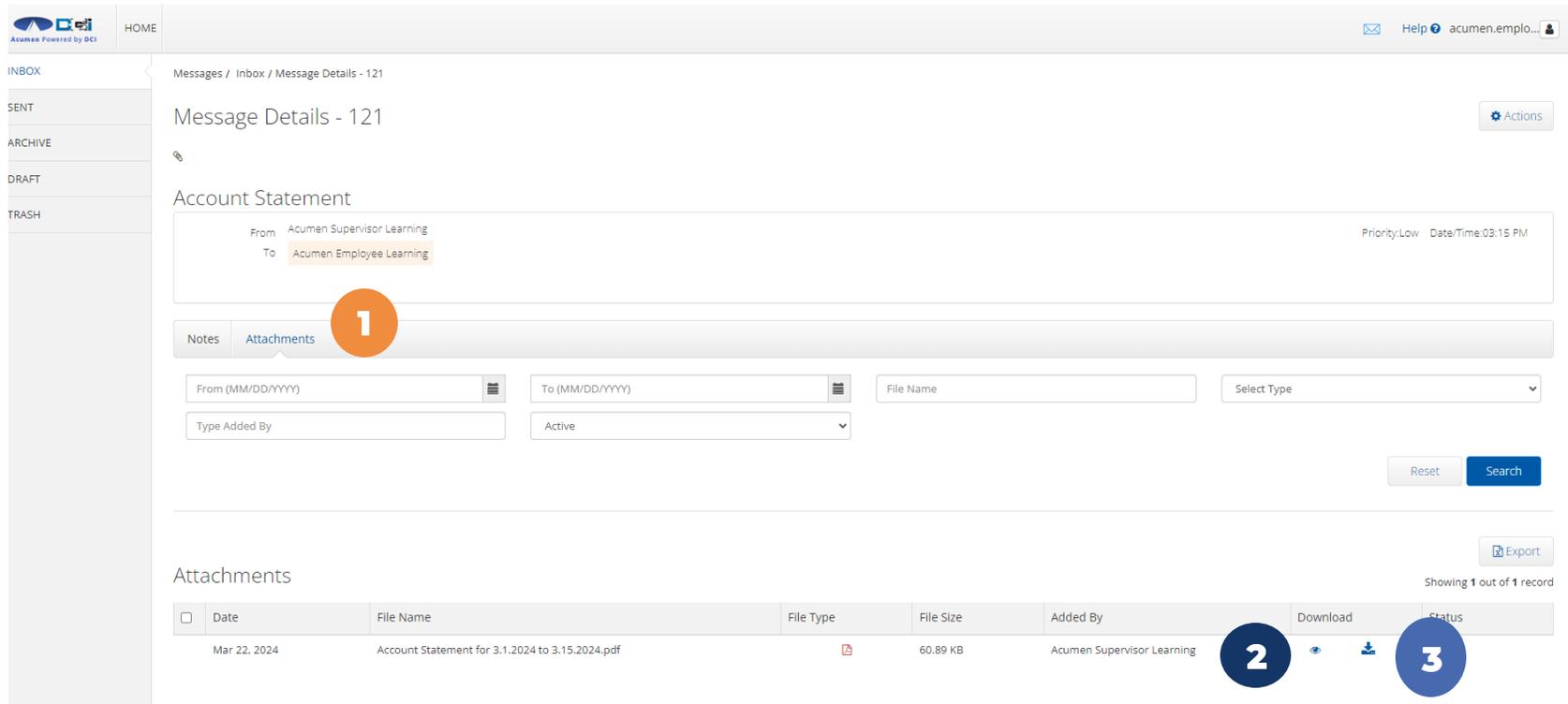
Viewing Message

1. In the upper right-hand corner, click on the envelope icon
2. Select See All Messages
3. Click on the message you want to review



Viewing Message

1. Upon opening the message, Click on the Attachments tab to load the attachment.
2. Select the eyeball to view the attachment
3. Select the download arrow to download the attached statement



The screenshot displays the Acumen system interface for viewing a message. The left sidebar shows navigation options: INBOX, SENT, ARCHIVE, DRAFT, and TRASH. The main content area shows "Message Details - 121" with a search icon and an "Actions" button. Below this, the "Account Statement" is displayed with "From: Acumen Supervisor Learning" and "To: Acumen Employee Learning". The "Attachments" tab is selected, indicated by a red circle with the number "1". Below the message details, there are search filters for "From (MM/DD/YYYY)", "To (MM/DD/YYYY)", "File Name", "Select Type", "Type Added By", and "Active". A "Search" button is present. At the bottom, the "Attachments" section shows a table with one record. A red circle with the number "2" highlights the "Download" column, and a red circle with the number "3" highlights the "Download" icon in the table row.

Date	File Name	File Type	File Size	Added By	Download	Status
Mar 22, 2024	Account Statement for 3.1.2024 to 3.15.2024.pdf		60.89 KB	Acumen Supervisor Learning		



Acumen Fiscal Agent
Innovation • Opportunity • Freedom

Archive/Delete Messages

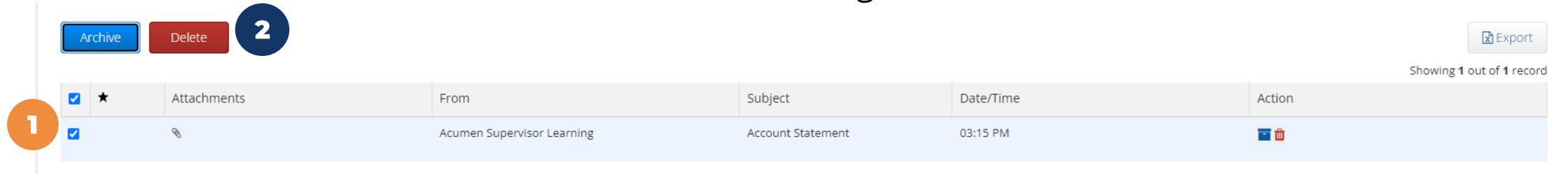
Archive/Delete Message



To help manage the messaging Inbox, users have the ability to **Archive** or **Delete** the current or previous messages. If the message is archived, the user will be able to view the message(s) again. However, if the message is Deleted it will be moved to the Trash section and will only be able for a limited amount of time.

Archive/Delete Message

1. Select the message to be archived/deleted
2. Click the Archive button to archive the message
 - Click the Delete button to delete the message



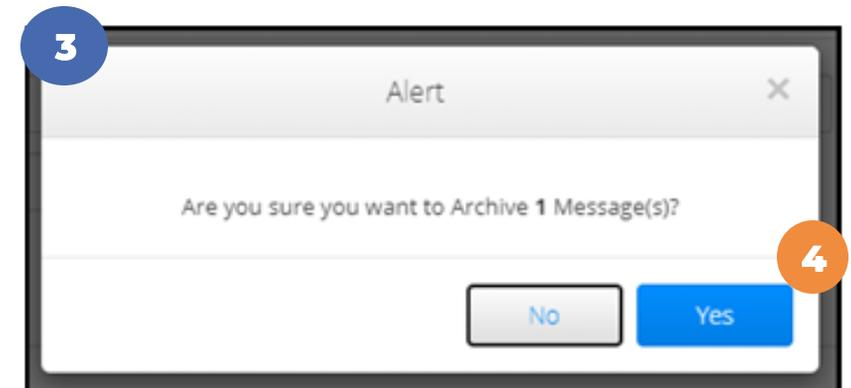
Archive Delete **2** Export

Showing 1 out of 1 record

<input checked="" type="checkbox"/>	★	Attachments	From	Subject	Date/Time	Action
<input checked="" type="checkbox"/>			Acumen Supervisor Learning	Account Statement	03:15 PM	 

1

1. The system will alert the user to confirm the choice selected (delete or archive)
2. Select Yes to confirm



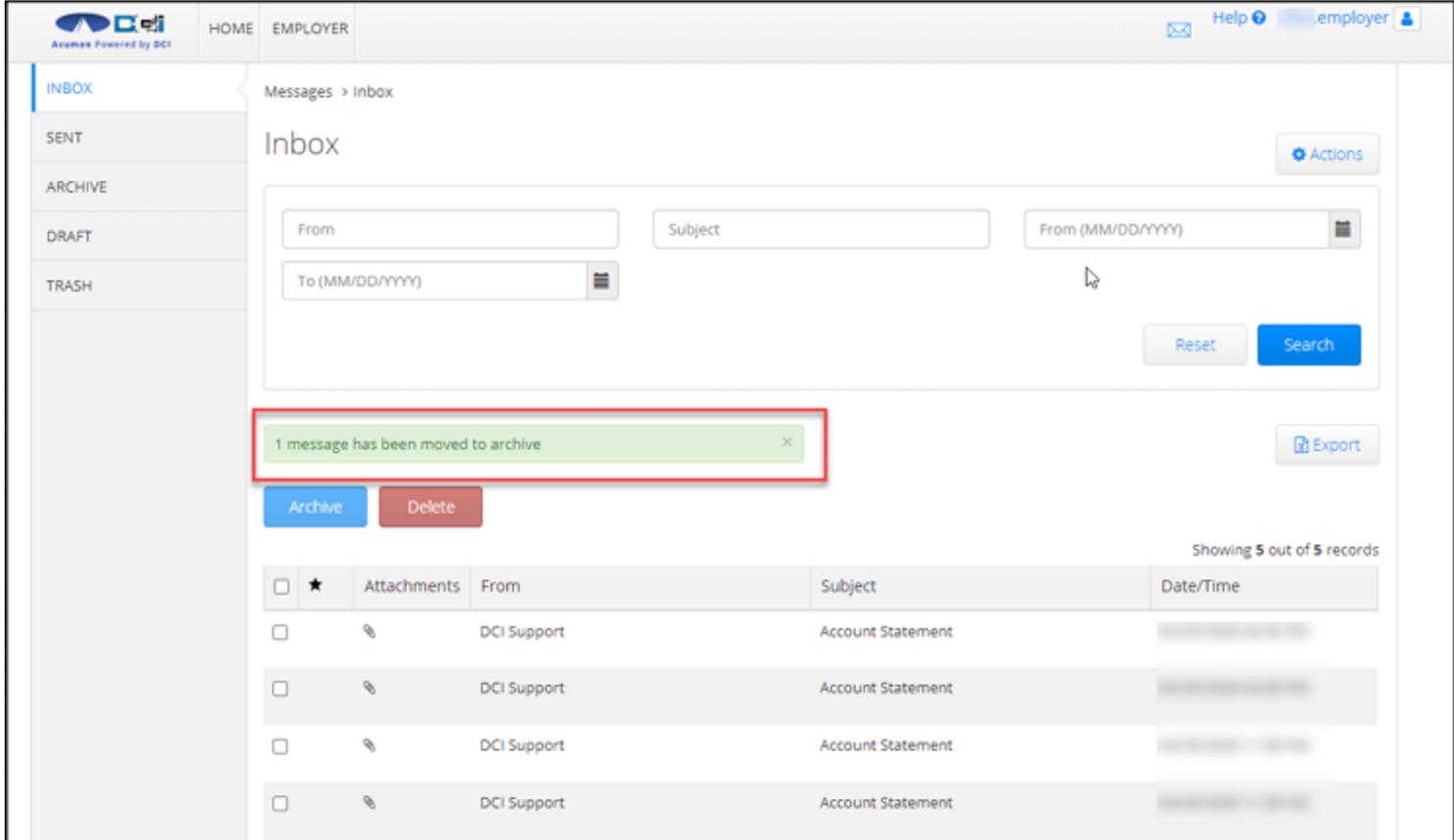
3 Alert

Are you sure you want to Archive 1 Message(s)?

No Yes **4**

Archive/Delete Message

Confirmation that the message has been Archived or Deleted will appear in green on the Inbox page.



The screenshot displays the 'Inbox' page in the Acumen Fiscal Agent system. The interface includes a navigation sidebar on the left with options for INBOX, SENT, ARCHIVE, DRAFT, and TRASH. The main content area shows a search filter for 'Inbox' with fields for 'From', 'Subject', and 'From (MM/DD/YYYY)'. A green notification box at the top of the message list indicates '1 message has been moved to archive'. Below the notification are 'Archive' and 'Delete' buttons. The message list below shows five records from 'DCI Support' with the subject 'Account Statement'.

	Attachments	From	Subject	Date/Time
<input type="checkbox"/>		DCI Support	Account Statement	
<input type="checkbox"/>		DCI Support	Account Statement	
<input type="checkbox"/>		DCI Support	Account Statement	
<input type="checkbox"/>		DCI Support	Account Statement	

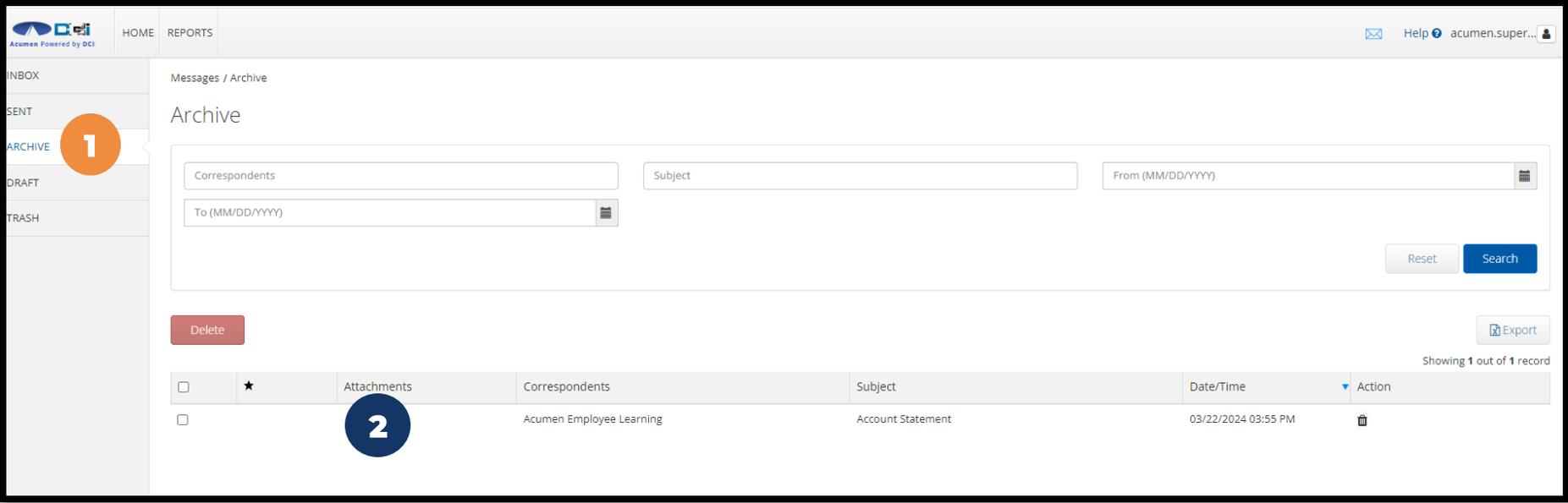


Acumen Fiscal Agent
Innovation • Opportunity • Freedom

Accessing Archived Messages

Archived Messages

1. Select Archive on the left side of the DCI Messaging Center
2. All Archived messages will appear on the screen, to select the message needed, simply click on the message



Messages / Archive

Archive

Correspondents

Subject

From (MM/DD/YYYY)

To (MM/DD/YYYY)

Reset Search

Delete

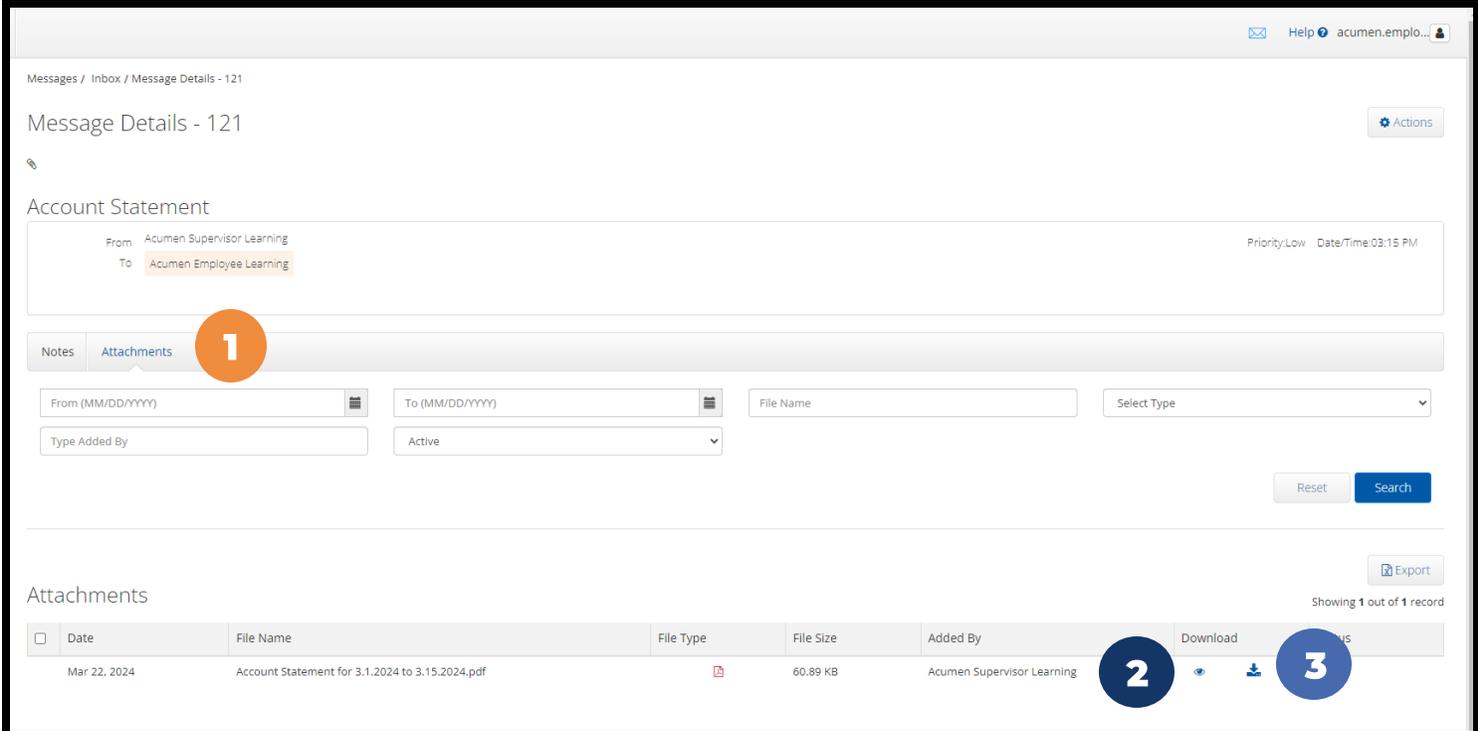
Export

Showing 1 out of 1 record

<input type="checkbox"/>	★	Attachments	Correspondents	Subject	Date/Time	Action
<input type="checkbox"/>			Acumen Employee Learning	Account Statement	03/22/2024 03:55 PM	

Viewing Archived Message

1. Upon opening the message, Click on the Attachments tab to load the attachment.
2. Select the eyeball to view the attachment
3. Select the download arrow to download the attached statement



Messages / Inbox / Message Details - 121

Message Details - 121

Account Statement

From: Acumen Supervisor Learning
To: Acumen Employee Learning
Priority: Low Date/Time: 03:15 PM

Notes Attachments **1**

From (MM/DD/YYYY) To (MM/DD/YYYY) File Name Select Type
Type Added By Active

Reset Search

Attachments

Showing 1 out of 1 record

Date	File Name	File Type	File Size	Added By	Download	Actions
Mar 22, 2024	Account Statement for 3.1.2024 to 3.15.2024.pdf		60.89 KB	Acumen Supervisor Learning	2	3

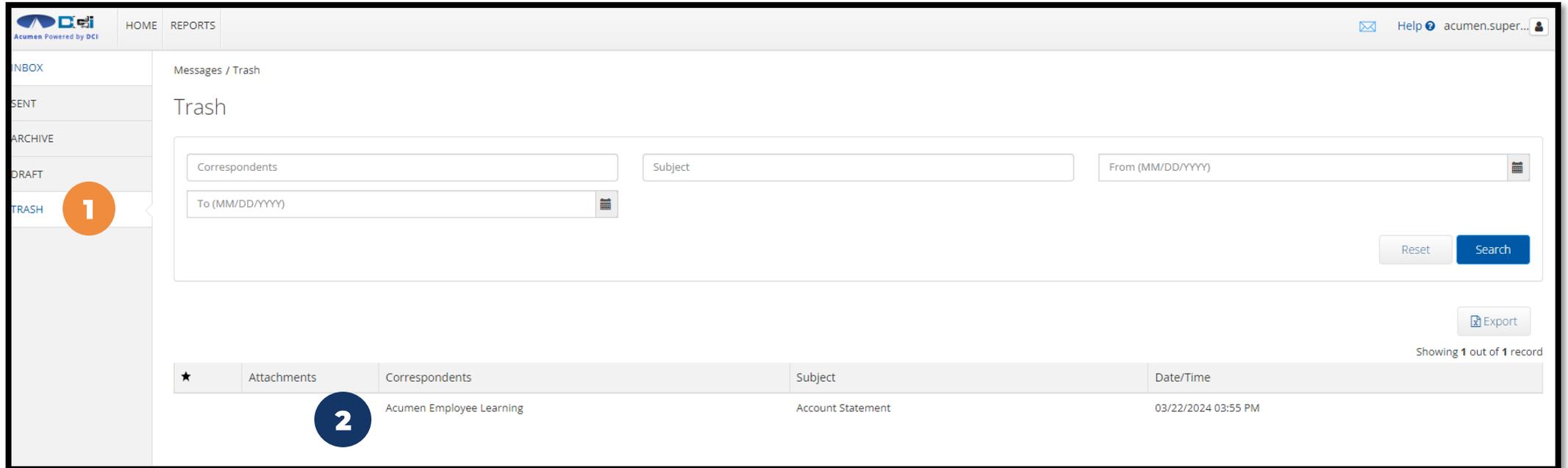


Acumen Fiscal Agent
Innovation • Opportunity • Freedom

Accessing Deleted Messages

Accessing Deleted Message

1. Select Trash on the left side of the DCI Messaging Center
2. All Deleted messages will appear on the screen, to select the message needed, simply click on the message

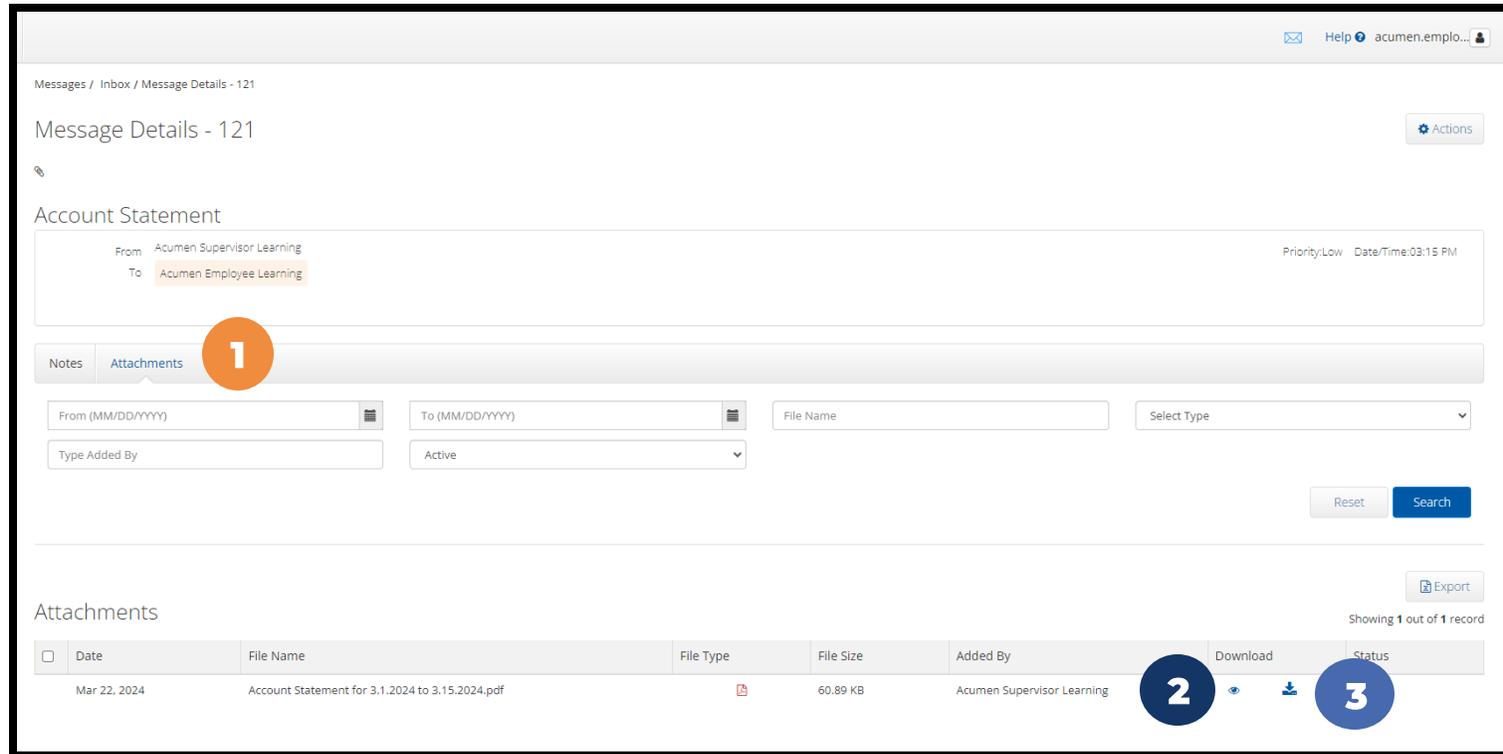


The screenshot shows the DCI Messaging Center interface. On the left sidebar, the 'TRASH' folder is selected, indicated by a red circle with the number '1'. The main content area displays the 'Trash' folder with search filters for 'Correspondents', 'Subject', 'From (MM/DD/YYYY)', and 'To (MM/DD/YYYY)'. Below the filters are 'Reset' and 'Search' buttons, and an 'Export' button. A table below shows one message record with columns for Attachments, Correspondents, Subject, and Date/Time. A red circle with the number '2' is placed over the 'Acumen Employee Learning' entry in the 'Correspondents' column.

★	Attachments	Correspondents	Subject	Date/Time
		Acumen Employee Learning	Account Statement	03/22/2024 03:55 PM

Viewing Deleted Message

1. Upon opening the message, Click on the Attachments tab to load the attachment.
2. Select the eyeball to view the attachment
3. Select the download arrow to download the attached statement



Messages / Inbox / Message Details - 121

Message Details - 121

Account Statement

From: Acumen Supervisor Learning
To: Acumen Employee Learning
Priority: Low Date/Time: 03:15 PM

Notes Attachments **1**

From (MM/DD/YYYY) To (MM/DD/YYYY) File Name Select Type
Type Added By Active

Reset Search

Attachments

Showing 1 out of 1 record

<input type="checkbox"/>	Date	File Name	File Type	File Size	Added By	Download	Status
<input type="checkbox"/>	Mar 22, 2024	Account Statement for 3.1.2024 to 3.15.2024.pdf		60.89 KB	Acumen Supervisor Learning	2  	3

Questions?

Thank you!

**Visit the Acumen Help Center
to learn more at:**

acumenfiscalagent.zendesk.com