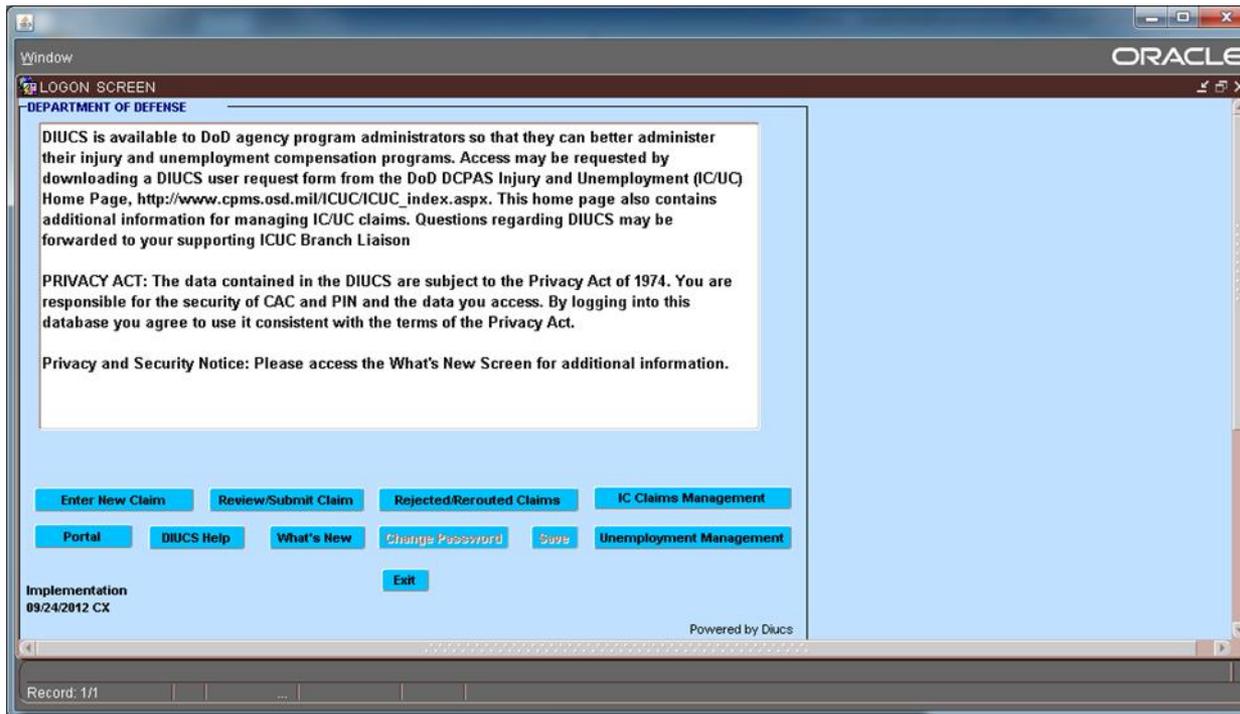


TIP OF THE WEEK - April 27, 2015

How do you find out what you have Access to in DIUCS?



Answer:

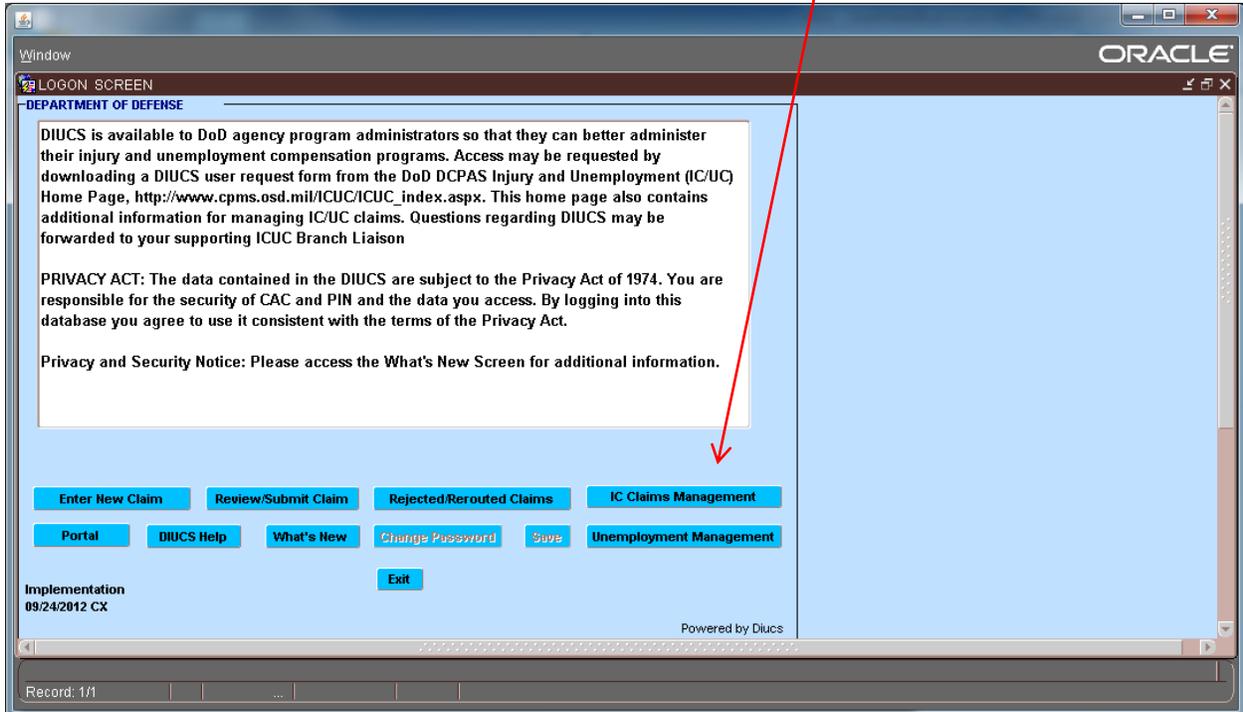
- *There is a report in DIUCS that will help you determine your access.*
- *See the attached directions for more details.*
- *Contact your liaison if you have additional questions or if your access needs to be modified.*



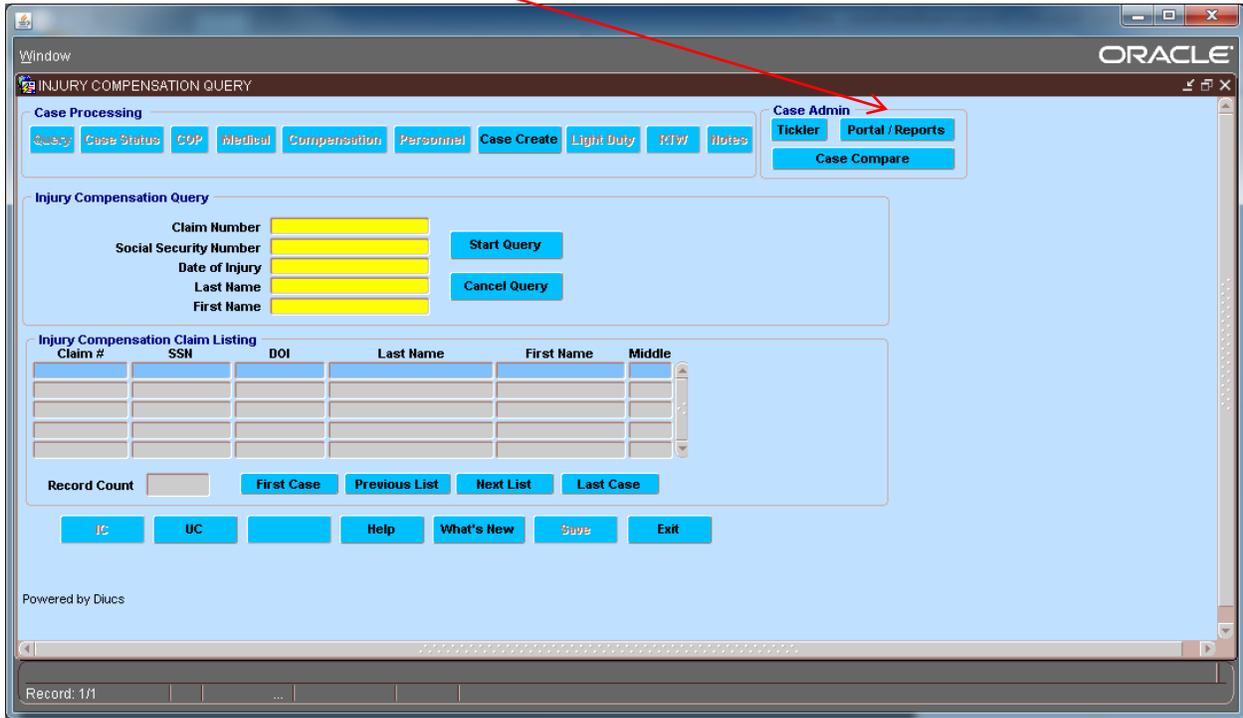
There is a report in DIUCS that will be of great use to you regarding your DIUCS account. This report shows the codes (Chargeback & DOL CPO) currently attached to your account. This can be helpful if you are unsure what you have, and more importantly, if a recent modification you requested has been accomplished. These results are always in real-time so any changes to your account will be reflected in this report.

Here is the process to access this report:

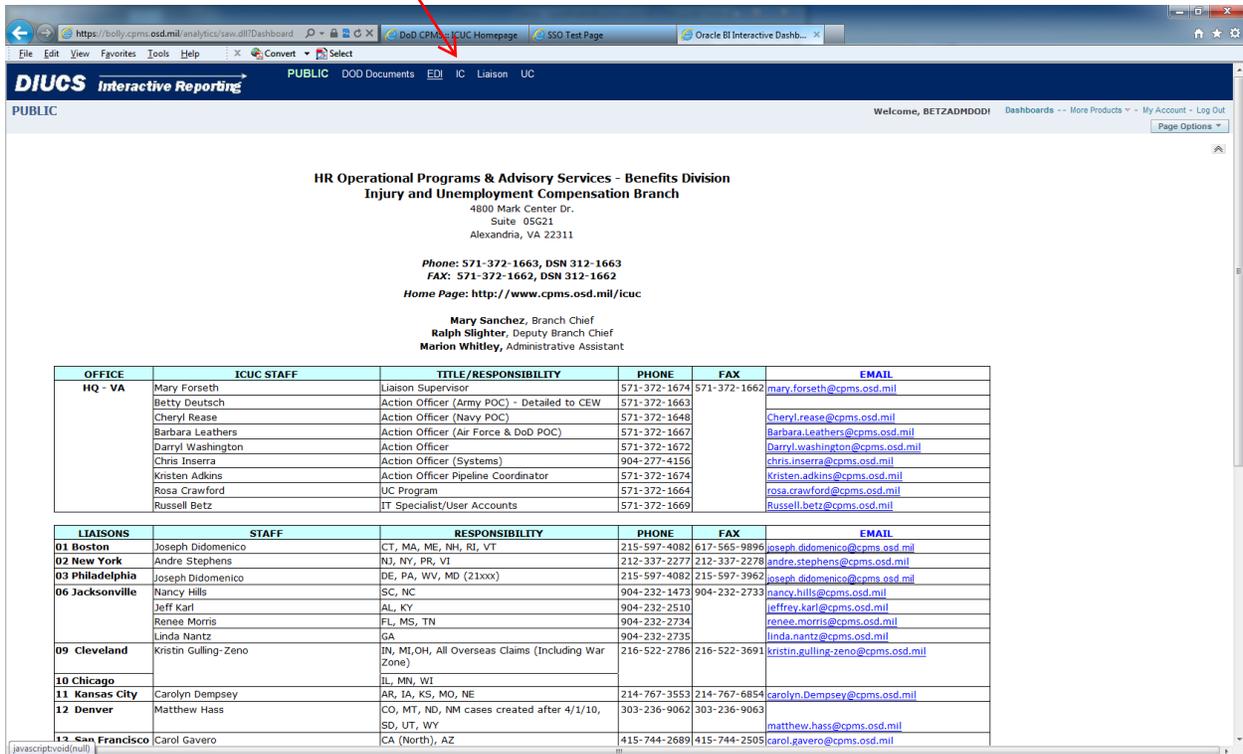
Once you have logged into DIUCS, click on **IC Claims Management**



Then click on **Portal/Reports**



Then click on the **IC dashboard**



Then the **User Account Tab**. This page shows you exactly the codes you have on your account. It is strongly suggested to always take a look at this page before submitting any modification to your DoD Liaison.

