

DCN ENROLLMENT GUIDE

*Use this guide only if your demographic information has **NOT** already been provided to DCN

Welcome to the DCN online enrollment website! Please follow the proceeding steps to complete your contractual online agreement.

1. Go to the online enrollment website www.dcnmain.com and click on the **"MORE"** option at the top of the screen, then click the **"DRIVER LOGIN"** option * type the website address directly into your address bar at the top of the screen. **DO NOT USE A SEARCH ENGINE***
2. On the bottom of the screen click on the blue **"Enter Control Code"** button.
3. Your client control code is _____ After the control code is entered click **"Continue"**
4. After reading the Welcome Page click **"Continue"**
5. To begin the enrollment process fill out all of your contract information and click the blue **"Save & Continue"** button at the bottom of the page. ***Please be aware that you must fill out your electronic contract information the same way you file your taxes with the IRS, and please be sure to verify that all information is correct PRIOR to electronically signing. Once your e-signature is complete the information populated into the contract cannot be changed and manual paper updates may be required***
6. After this is completed, your Login ID and Password will automatically be created; click **Print** to ensure that you have a hard copy for your records. You may also choose to **Email** a copy to yourself. When completed click **"Continue"**
7. On the next screen click the **"Agreement"** button. There are several forms that must be completed: **Equipment Information, PAIC Membership Enrollment and W9 Section**. After each section click the blue **"Save & Continue"** button at the bottom of each page.
8. After completing these required forms, there will be 2 optional forms that you may choose to sign up for including Tax Escrow and Direct Deposit. Upon completion of all the forms, please make sure to click the green **"I AGREE"** box and then the blue **"Continue E-Sign"** button
9. To complete the online enrollment process; simply enter your name and the date and click the blue **"E-Sign"** button. On the next page your agreement will be automatically generated with all of the information you entered and your electronic signature.

**For any technical problems please call the DCN/CRS office at 855-277-1099
Monday through Friday between the hours of 9am-5pm EST**

