

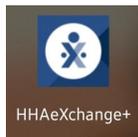
Quick Start Guide

For Clocking Out Using the EVV Mobile App

PCAs will use the EVV Mobile App on their smart device to clock in and out of each shift.

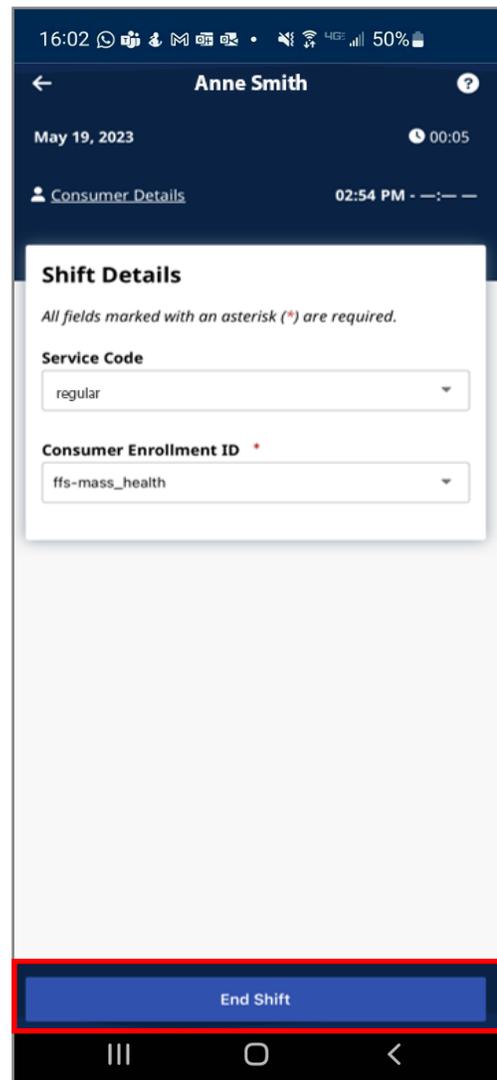
1 Step 1 - Login

At the end of your shift, tap the icon to open the EVV Mobile App.



Then, log into the EVV Mobile App.

Click **End Shift** at the bottom of the screen.



2 Step 2 - End Shift

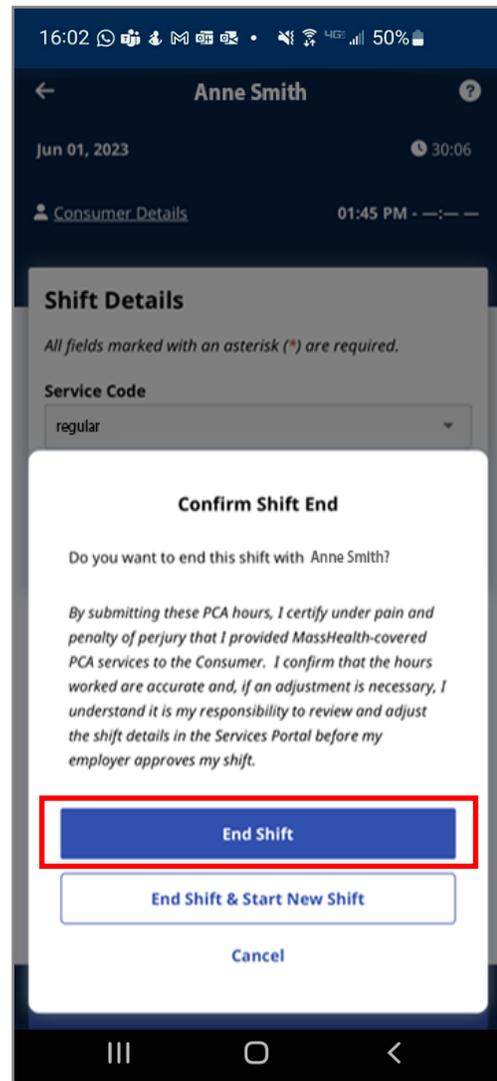
The Confirm Shift End message appears. Tap **End Shift** to clock-out of your shift.

You can also tap **End Shift & Start New Shift**, if you are immediately starting a shift for another consumer.

The EVV System automatically knows which days are paid as holidays. So, you don't have to do anything different when you work holidays.

Note: The EVV Mobile App will automatically upload your shift to the EVV Portal. If you are connected to the internet when you end your shift, this will happen immediately.

If you do not have internet when you end your shift, that's okay – however, **you will need to connect to the internet by the end of the pay period, so the shift can be uploaded.**

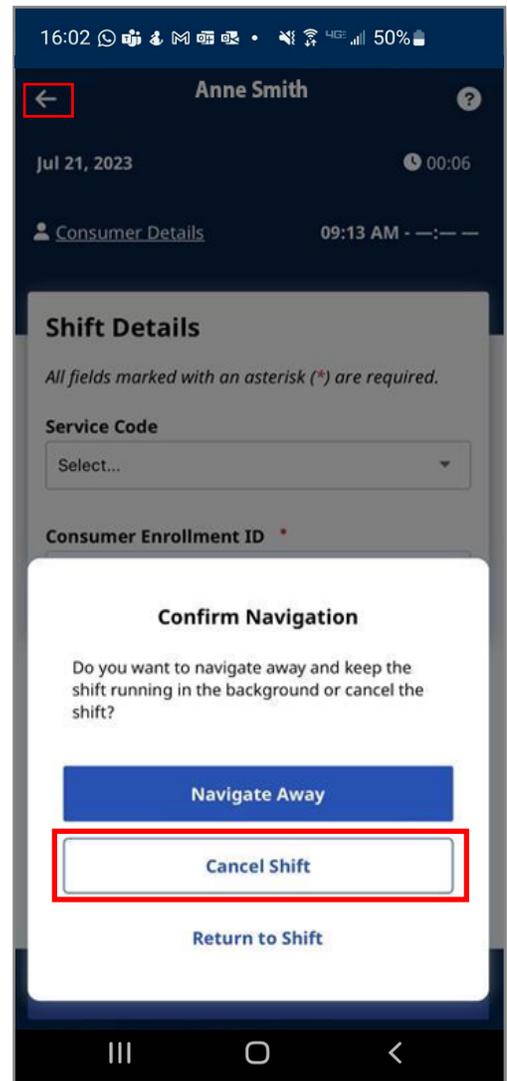




Cancel Shift

If you started a shift accidentally, you can cancel a shift so it is deleted without being recorded. Click the back arrow to the left of the name of your consumer.

You will then see options to **Navigate Away** from the shift while allowing it to continue in the background, or to **Cancel Shift**, which deletes the shift information from the EVV System.



You can now clock out of shifts using the EVV Mobile App.