

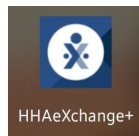
# Quick Start Guide

## For Clocking In Using the EVV Mobile App

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

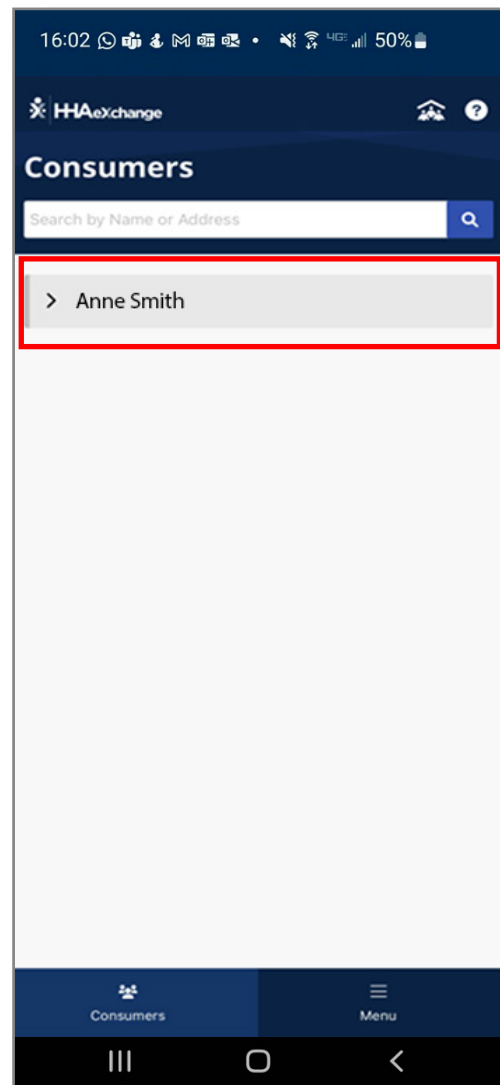
### 1 Step 1 - Login

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



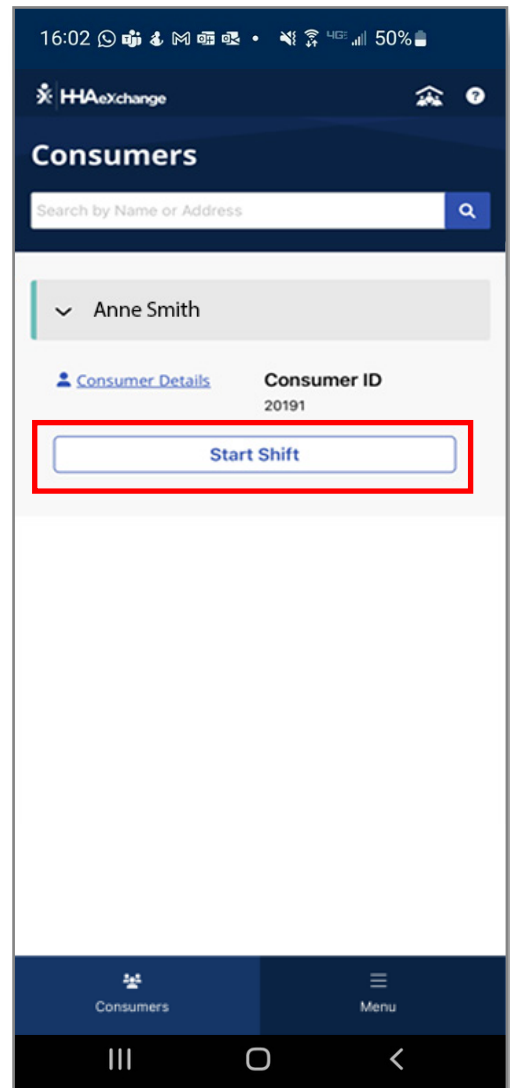
Then, log into the EVV Mobile App.

Tap on the **name of the consumer** who you are working with.



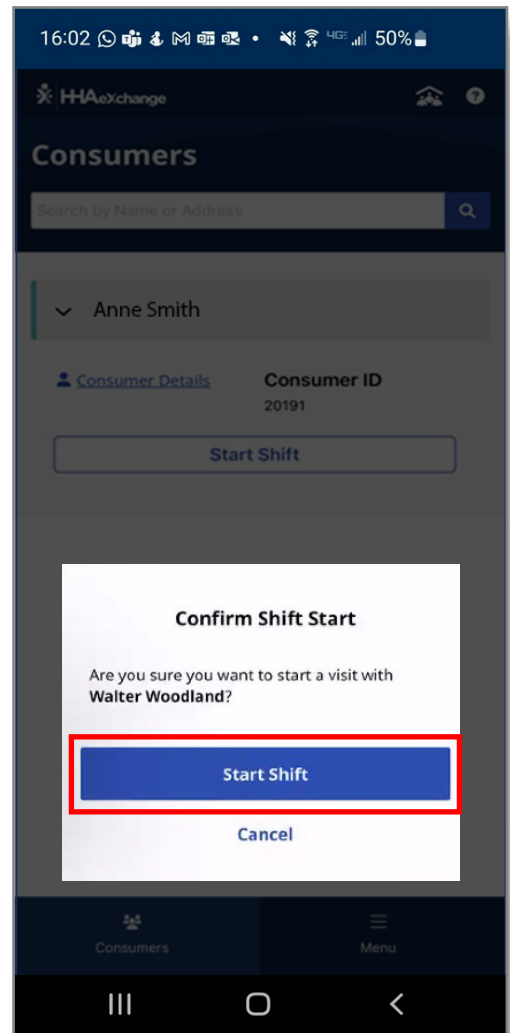
## 2 Step 2 - Start Shift

Tap the **Start Shift** button.



### 3 Step 3 - Confirm Shift Start

Tap the **Start Shift** button again in the Confirm Shift Start message.

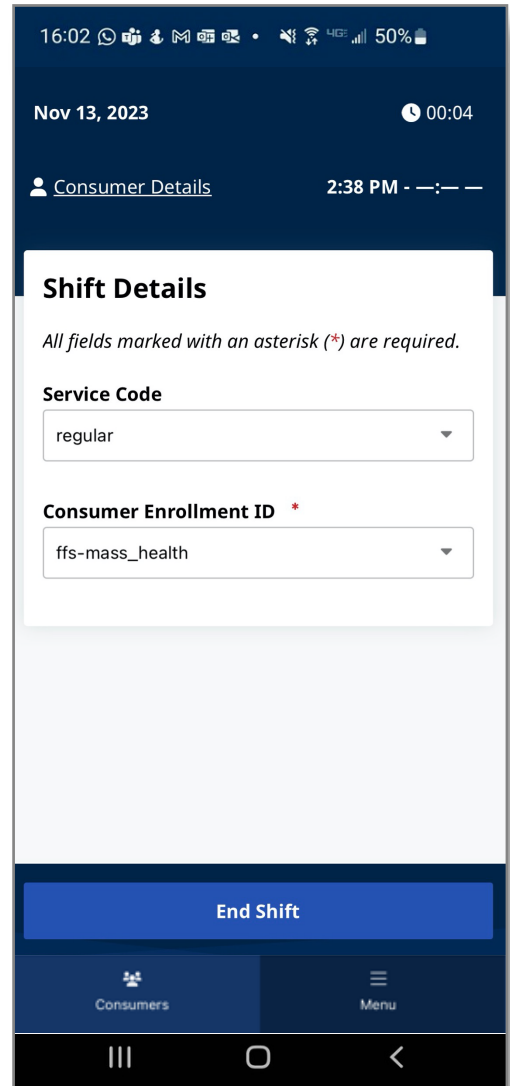


## 4 Step 4 - Start Your Shift

Your shift has started!

You can now close or minimize the EVV Mobile App while you are working.

If you turn your phone off for any reason, you can turn it on, and clock out without losing your shift.



The screenshot displays the EVV Mobile App interface. At the top, the status bar shows the time 16:02, signal strength, Wi-Fi, and 50% battery. Below the status bar, the date is Nov 13, 2023, and a timer shows 00:04. The user is logged in as Consumer Details, with a session time of 2:38 PM. The main section is titled "Shift Details" and includes a note: "All fields marked with an asterisk (\*) are required." There are two dropdown menus: "Service Code" with "regular" selected, and "Consumer Enrollment ID \*" with "ffs-mass\_health" selected. At the bottom, there is a blue "End Shift" button and a navigation bar with "Consumers" and "Menu" options.

You can now clock into shifts using the EVV Mobile App.