

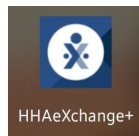
Quick Start Guide

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.

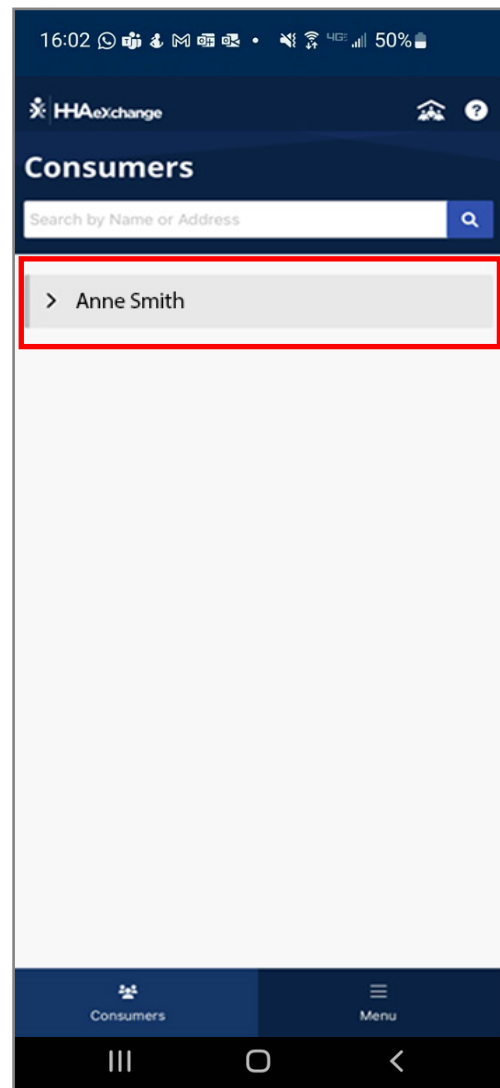
1 Step 1 - Login

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



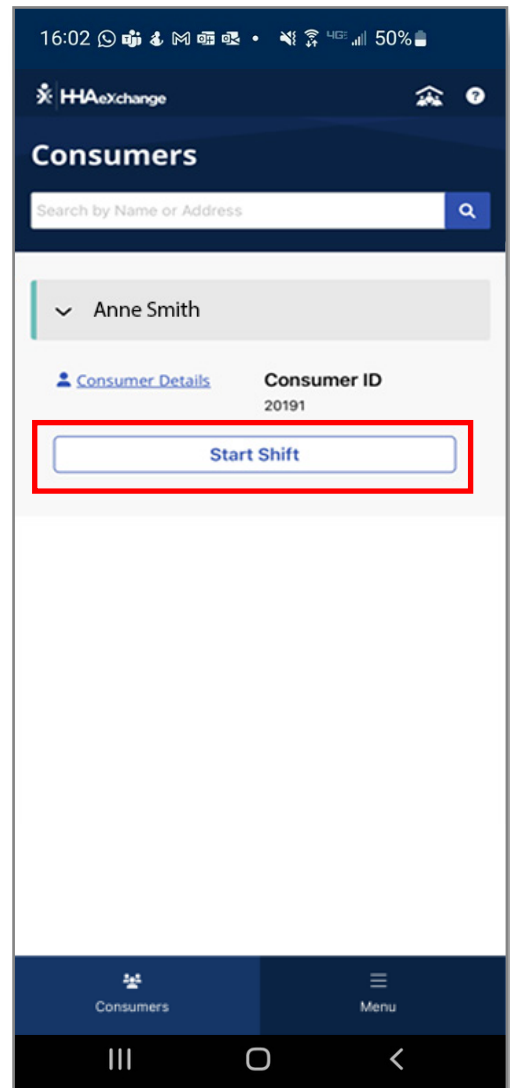
Then, log into the EVV Mobile App.

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



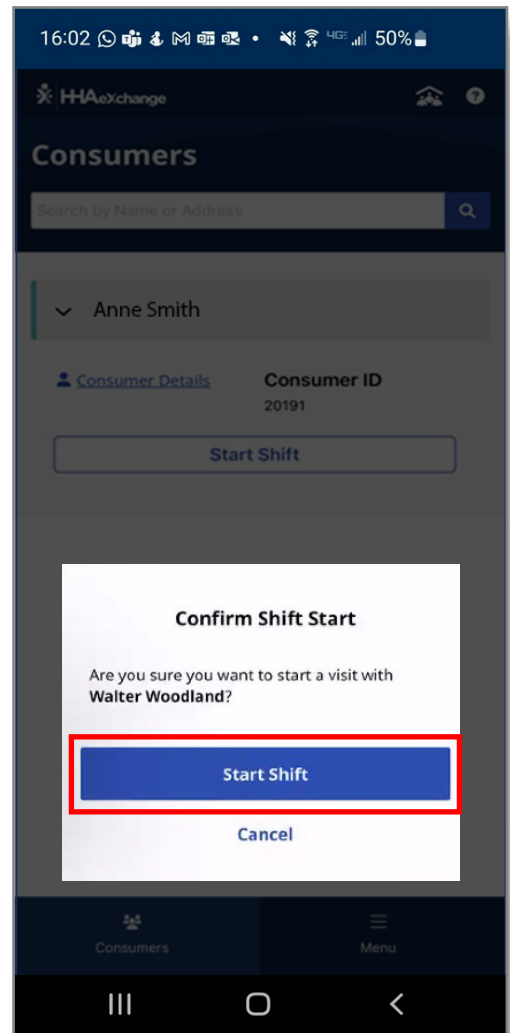
2 Step 2 - Start Shift

Tap the **Start Shift** button.



3 Step 3 - Confirm Shift Start

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

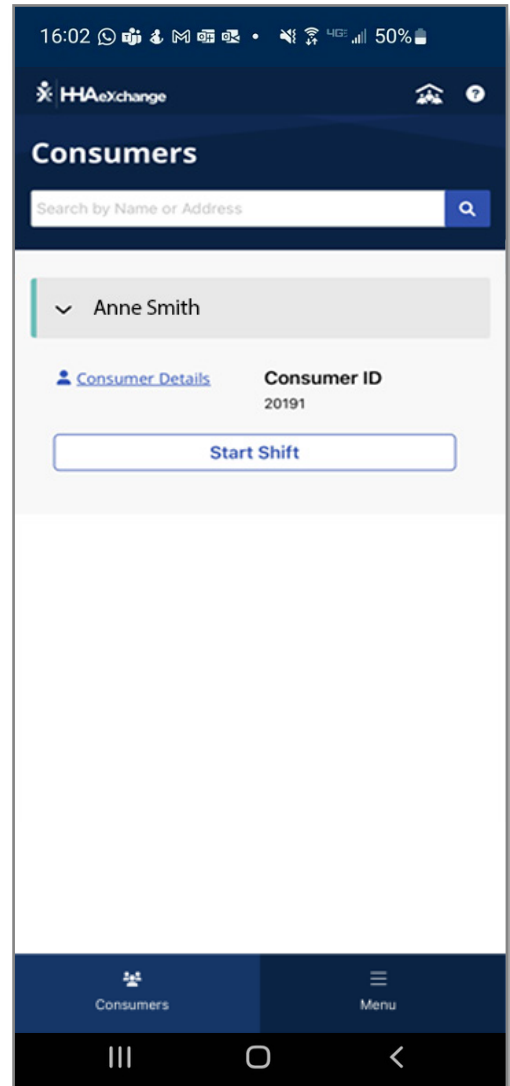


4 Step 4 - Start Your Shift

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.



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