

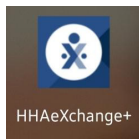
Quick Start Guide

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.

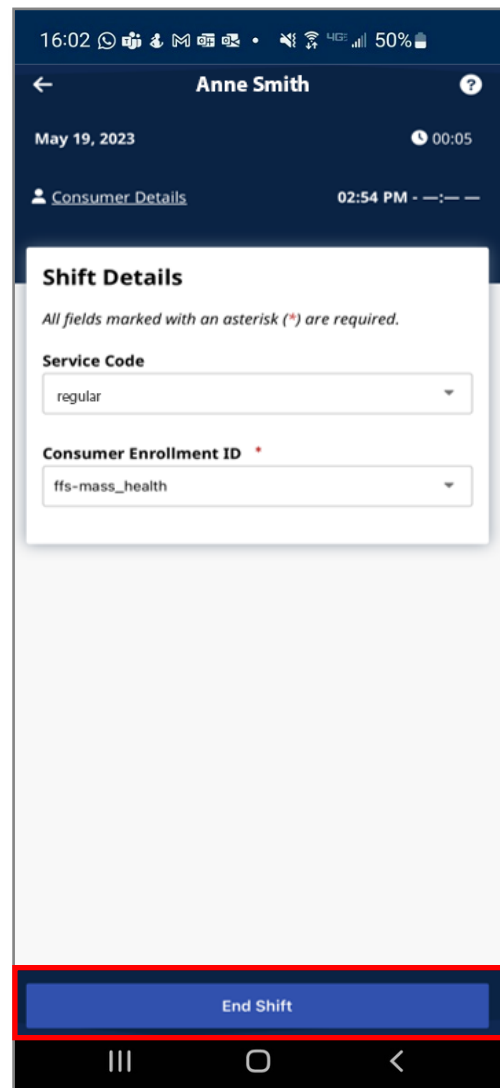
1 Step 1 - Login

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

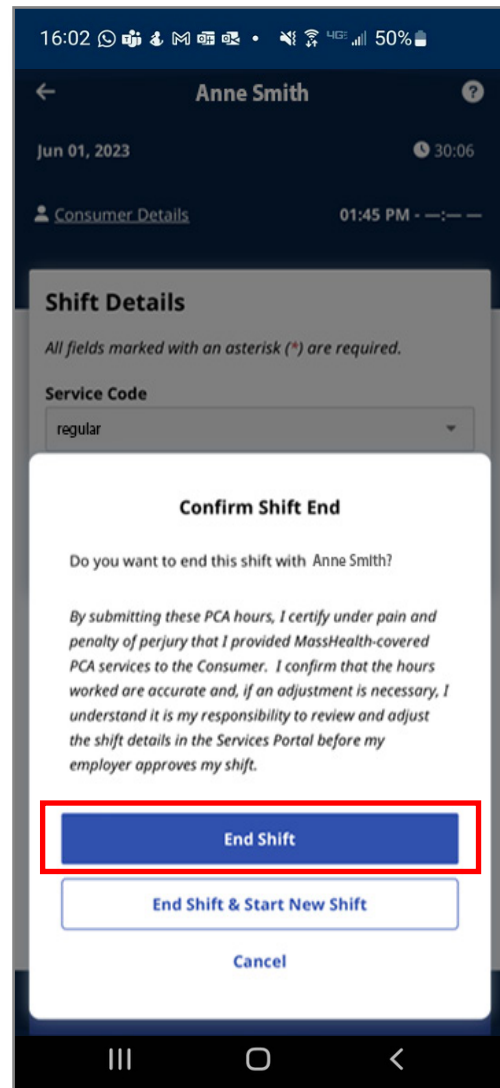
The Confirm Shift End message appears. Tap **End Shift** to clock out of your shift.

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

The EVV system automatically takes holidays into account.

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.**

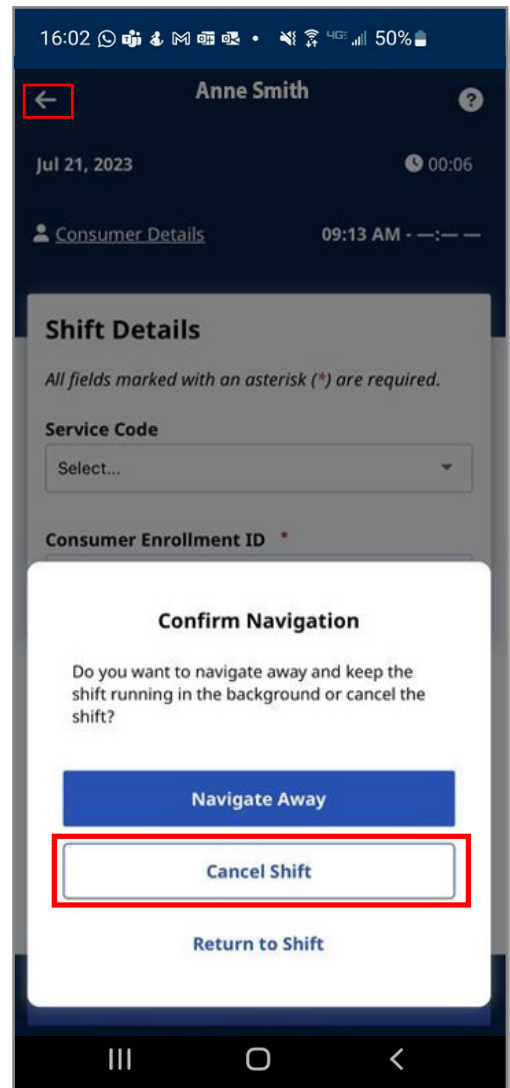




Cancel Shift

To cancel a shift so it is deleted without being recorded, you would click the back arrow to the left of your Consumer's name at the top of your screen.

You are then given options to **Navigate Away** from the shift while allowing it to continue recording, or to **Cancel Shift**, which deletes the current progress.



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