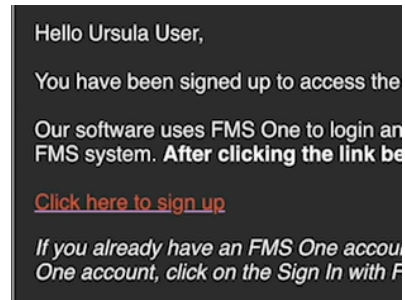


Quick Start Guide to Setting Up Your FMSONE Account

FMSOne is a single sign-on to log in to your account easily and securely. It allows you to access the apps that Tempus Unlimited has given you access to use. With FMSOne, you only need to remember one login for all your Tempus applications. Tempus will send you an email telling you that your account has been set up.

Below are the steps you must follow when signing up.

1. Open the **Welcome to Tempus Unlimited** email you received and click on the [Click here to sign up](#) link, shown here.



2. Click the **green Sign up** button on the page that opened.

A screenshot of a "Log in" page. It features two input fields: "Email" and "Password". Below the fields is a blue "Log in" button. At the bottom, there are two links: "Forgot your password?" and "Didn't receive confirmation instructions? Didn't receive unlock instructions?". A green "Sign up" button is located at the bottom right of the form.

3. Create a **password** and **enter it in both fields**. Click the **green Sign up** button at the bottom of the form to proceed.

Note: Your name and email address will already be filled in on the form when you open the page. If not, please go back to the previous page and click on the green **Sign up** button again to come to this page.

A screenshot of a "Sign up" page. The title is "Current Users". Below the title, there is a message: "If you received a request to sign up for an FMS One account, but are already using FMS One for another HCBS organizations software system, you do not need to sign up again. Please click the log in button to the right and authorize your account. Log in". The "Sign up" form includes fields for "Name" (pre-filled with "Ursula User"), "Email (Email used by your HCBS provider)" (pre-filled with "tutoria1s-vul@tempus.com"), "Password (8 characters minimum)", and "Password confirmation". A green "Sign up" button is at the bottom. A note at the bottom states: "By clicking Sign up, you are authorizing the HCBS organization associated with the above FI Code to use your FMS One account to log in to their system."

*For further assistance, contact Tempus Unlimited customer service at 1.844.983.6787

or the EVV Help Desk via pa.tempusunlited.org

Quick Start Guide to Setting Up Your FMSONE Account

4. You will see this confirmation page with a link "[Return to Sign in page](#)". Click that link.

If you signed up using an email from your HCBS provider, your account is automatically authorized. You can now sign in to their site by clicking the link below. You should receive a welcome email from your provider shortly with instructions on how to access their applications.

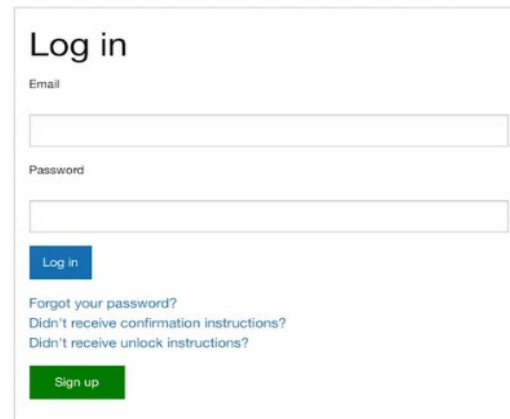
If you did not sign up from an email link, please contact your HCBS provider for further instructions.

[Return to Sign in page](#)

5. To sign in, just click the **blue Sign in with FMS One** button.

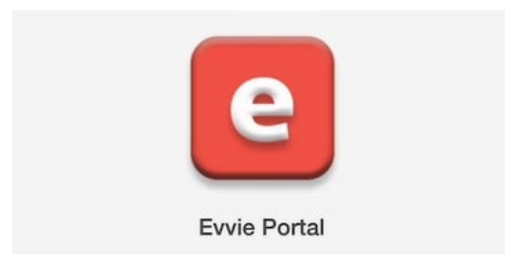


6. You can now **log in** with your email address and the password you just created. Enter that in the log in form, then click the **blue Log in** button.



7. Clicking on the **red "e"** button will bring you to the evvie portal.

Note: Please allow a minute for the page to load. Once the page loads you will see **Hello your email address**. You are now logged in.



Approve and manage EVV visit data

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