

The **evvie** mobile app is a new way to record the time you work with the people you care for. It's a simple and quick way that will make sure the time you work is recorded correctly. Let's walk through steps for getting the app ready to use and recording your first shift.

### Download the App – iPhone or iPad

1. Open the App Store app.
2. Search for “evvie”
3. Look for the app named **evvie**, the app icon is a blue letter A with a curvy line.
4. Download the app to your device.

### Download the App – Android Devices

1. Open the Google Play app.
2. Search for “evvie”
3. Look for the app named **evvie**, the app icon is a blue letter A with a curvy line.
4. Download the app to your device.

Now that you have the app, you're ready to start recording your time worked. The FMS Provider should have already emailed you instructions for setting up your **FMSOne** account. You need to have an **FMSOne** username and password in order to use the **evvie**

mobile app. If you don't have your **FMSOne** login set up yet, please review the instruction sheet for doing that before you try to sign in to the **evvie** mobile app. The app works the same way for both Apple and Android devices.

### Logging In to the App

1. Open the app.
2. Click on the blue **FMSOne** button.
3. Your device will bring you to the sign in page. Enter your **FMSOne** email and password, then click **Log In**.
4. You should now be signed in and ready to start a shift!

### Starting a Shift

Once you are signed in, the first screen you see should be a list of the people that you work for. There may only be one person listed, or you could have a few.

1. Click on the name of the person that you are working for today. At
2. the bottom of the screen there is a blue **Start Shift** button. Click that button.
3. You need to confirm that you have selected the correct person, if you did, click **Yes**. If you didn't, click **No**.

4. If you clicked **Yes**, **evvie** has already started recording your shift. You can put your device away and come back to it later.

### Ending a Shift

Before you submit your shift, you will need to enter/select some information about the shift in the app.

1. Open the app.
2. Select the **Service Code** you worked from the list.
3. Select the **Consumer Enrollment ID** from the list.
4. Select any ADL/Task codes, which are duties that you worked on today\*.
5. Click **End Shift** in the upper right corner of the screen.
6. Click **End and Complete Shift** on the pop up.
7. You'll see a message that your shift was saved successfully.

Congratulations! You have recorded your shift with the **evvie** mobile app.

\*Not all programs require selection of ADLs or Task Codes. During your training you will be told if this is required for your state/program.