

# Placing EVV using the FOB

## The FOB Device

The **FOB** (Fixed Object) device is used to place secure and accurate EVV. When the power button is pressed, the FOB displays an encrypted 8-digit passcode which reflects the current date and time.

Two codes, one generated at the start of the Visit and one at the end, are required to place EVV using the FOB.

The image to the right displays the FOB Device, highlighting 3 areas as follows:

1. 8-digit Passcode
2. Power Button
3. 6-digit Device ID



## Using the FOB

Complete the following steps to Clock-IN and Clock-OUT using the FOB by calling the Agency’s HHAeXchange phone number from ANY phone.

Clock-IN	Clock-OUT	Clock-IN and OUT
<ol style="list-style-type: none"> <li>1. Press <b>3</b> to indicate <b>FOB Device</b> confirmation.</li> <li>2. Press <b>1</b> to indicate <b>FOB Clock IN</b>.</li> <li>3. Enter the <b>Assignment ID</b>.</li> <li>4. Enter the <b>6-Digit Device ID</b>.</li> <li>5. Enter the <b>8-Digit Passcode</b> from the <u>start</u> of the Visit.</li> </ol>	<ol style="list-style-type: none"> <li>1. Press <b>3</b> to indicate <b>FOB Device</b> confirmation.</li> <li>2. Press <b>2</b> to indicate <b>FOB Clock OUT</b>.</li> <li>3. Enter the <b>Assignment ID</b>.</li> <li>4. Enter the <b>6-Digit Device ID</b>.</li> <li>5. Enter the <b>8-Digit Passcode</b> from the <u>end</u> of the Visit.</li> <li>6. Enter any duties performed (one at a time).</li> <li>7. Complete duty entry and call (<b>00</b> or <b>000</b>).</li> </ol>	<ol style="list-style-type: none"> <li>1. Press <b>3</b> to indicate <b>FOB Device</b> confirmation.</li> <li>2. Press <b>3</b> to indicate <b>FOB Clock-IN and Clock-OUT</b>.</li> <li>3. Enter the <b>Assignment ID</b>.</li> <li>4. Enter the <b>6-Digit Device ID</b>.</li> <li>5. Enter the <b>8-Digit Clock-IN Passcode</b>.</li> <li>6. Enter the <b>8-Digit Clock-OUT Passcode</b>.</li> <li>7. Enter any duties performed (one at a time).</li> <li>8. Complete duty entry and call (<b>00</b> or <b>000</b>).</li> </ol>