

Starting and completing a shift in the EVVie app

Step 1: Download the evvie mobile app from the Android or Apple app store.



Step 2: Open the app (The first time you open the app, you will be asked to allow evvie to access your device's location. Click **"Allow While Using App"** or **"Allow only while using the app"** evvie will only record your location when you start and end a shift. These locations are party of the information that must be collected to verify your shifts with EVV.



Allow Location Sharing Notifications

Step 3: Click the **blue "FMS ONE"** button to sign in/ you will be redirected to a web page to sign in and will use your FMS ONE credentials. *On Apple Devices: if prompted, click continue.* (The first time you use the evvie app, you will need to authorize it. Click the **green Authorize** button.

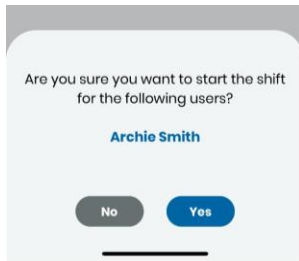
Step 4: You will now select the participant you are working with.

Select at least one consumer to start the shift.

☐ **Archie Smith**
ID: C00330

Starting and completing a shift in the EVVie app

Step 5: It will ask you to confirm this participant and that you want to start the shift with them



Step 6: When the time comes to end your shift you will click in the top right corner "End shift" and it will ask you for confirmation

