

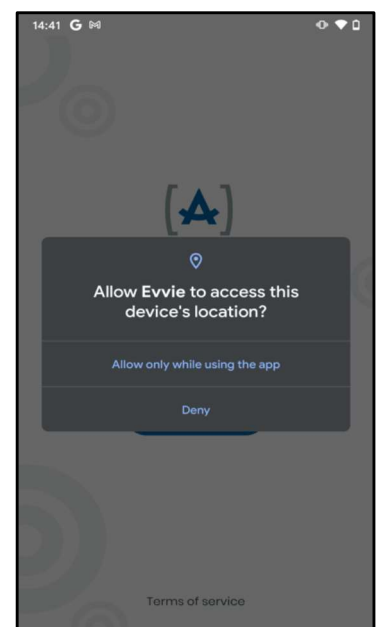
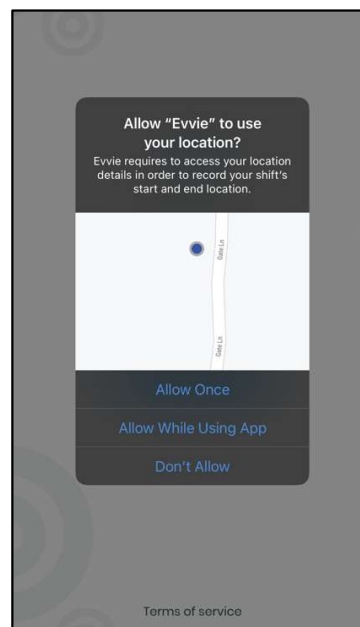
Download, Install and Sign-in to the Evvie mobile app

Only **Workers** need to download and install the Evvie App. Participants and Representatives will not use the Evvie app to manage shifts. **Participants and Representatives**, please continue to the section of the manual titled: Using Evvie Portal.

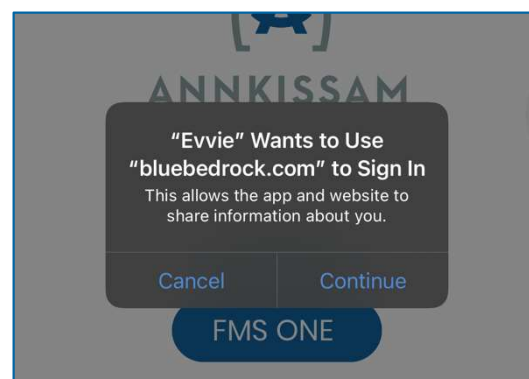
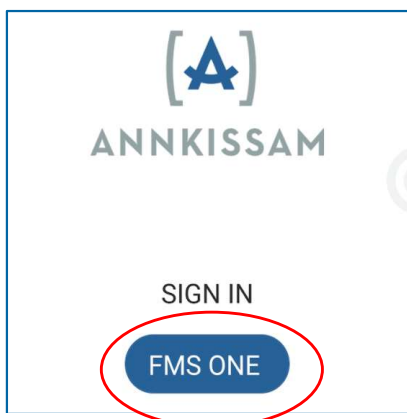
1. All **Workers** need to download the Evvie mobile app from the Android or Apple app store. Links to the app can be found at the bottom of the Welcome email, or by clicking either link shown below. You can also open the app store on your phone/tablet and search for "Evvie".



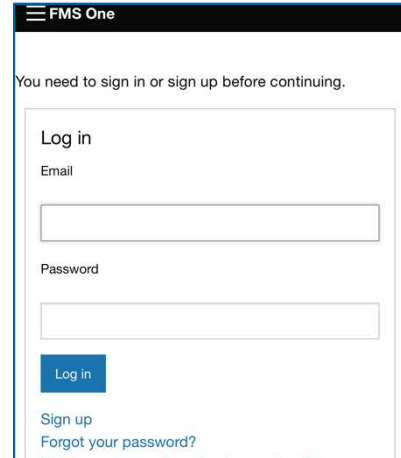
2. Locate the app on your phone and click it to open.
3. The first time you open the app, you will be asked to allow Evvie to access your device's location. Click "Allow While Using App" or "Allow only while using the app". Evvie will only record your location when you start and end a shift. These locations are part of the information that must be collected to verify your shifts with EVV.



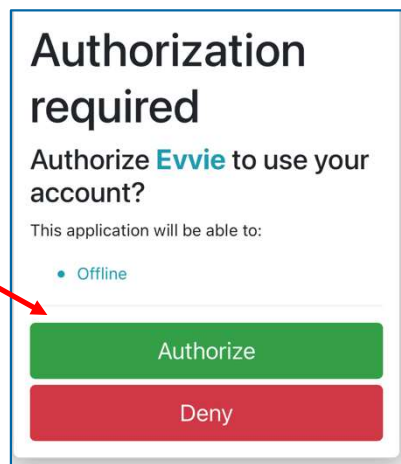
4. After you allow Evvie to use your location, click the blue "FMS ONE" button to sign in. You will be redirected to a web page to sign in. If prompted, click continue.



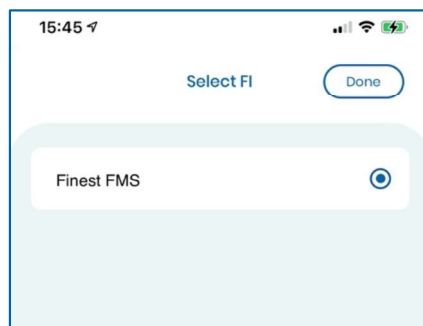
5. You will now sign in to FMS One using your email and password that you set up earlier. Enter those, then click "Log in".



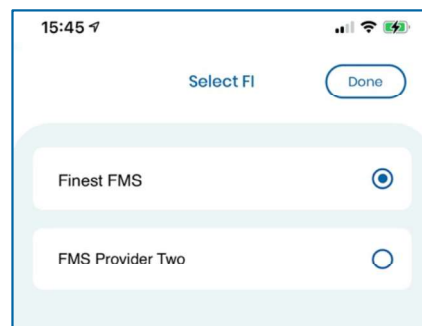
6. The first time you use the app, you'll need to authorize it. Click the authorize button.



7. **Many users will not need to complete this step.** On the next screen, you may need to select the FI you are working for. For most users, there will be no selection screen at all. For some users, there will only be one option to select. If you work for more than one Participant, and those Participants are served by different FIs, you'll want to select the FI associated with the Participant you want to log a shift for. After selecting the FI, press Done in the upper right corner.



Some Users



A Few Users

8. The Evvie mobile app is now set up and you are ready to start logging shifts.