

Download the Mobile App - <https://acumenfiscalagent.zendesk.com/hc/en-us/articles/4416619785357-How-to-Install-Download-the-DCI-Mobile-EVV-App>

1. Open the Apple App Store or Google Play store on the smart device and enter **DCI Mobile EVV** into the Search bar
2. Click on **DCI Mobile EVV** from the list of available apps
3. Click **Get** or **Install**
 - a. ***Please note!** There is more than one DCI app available. Please be sure to select the one labeled **DCI Mobile EVV**.
 - b. Users may need to set app permissions. Media access is not necessary.
4. After installation, click **Open** to launch the app.
5. Select **Acknowledge** on the Alert
 - a. The alert states the app collects and stores location data at clock in and clock out, if you transport a client as part of services, and/or need to track reimbursable mileage.
6. Select **Allow While Using App** only when accessing the app for the first time or after a new download to give the app access to the device's location
 - a. Location is only captured at clock in and clock out
7. Enter the system identifier – **228636**
8. Click the blue **Next** button to access the login screen

Log into the DCI Mobile EVV App - <https://acumenfiscalagent.zendesk.com/hc/en-us/articles/25050948759181-Logging-into-the-Web-Portal-or-the-Mobile-App>

1. **Log in** to DCI Mobile EVV App by opening the app and use the login credentials provided to you by **Acumen**
2. Enter your **Username**
 - a. Optionally, select “Remember Me” to save the username
 - i. ***Please note:** Do not use on a shared device
 - b. Optionally, click the language button (EN) in the top right corner to change the language in the app
3. Enter your **Password**
 - a. The Forgot Password link is available if necessary after initial login and requires a valid email address to be on file
4. Click the blue **Login** button
5. The user is now logged into their DCI profile