

To Clock In on the Mobile App

1. Login to the app
2. Click on the blue **Clock In** button
3. Select the **Client's Name**
4. Select the **Service Code**
5. Click the blue **Continue** button
6. Click the blue **Confirm Clock In** button

Begin working your shift! You can log out of the app.

To Clock Out on the Mobile App

At the end of your shift, use the app to clock out.

1. Login to the app
2. Click on the blue **Continue to Clockout** button
3. Click **Confirm**
4. **Choose one verification method:**
 - a. Client PIN or Password (hand the Client/Employer the phone to enter this)
 - b. or Portal Signoff (for the Employer to approve at a later time on the DCI Portal)
5. Select **tasks** that were completed during the shift
6. Click the blue **Confirm Clock Out** button

Congratulations, your shift has been entered.

- You can find recorded sessions and other training materials at www.acumenfiscalagent.com/state/alabama. Choose the SAIL Program, then click on SAIL Online Training Resources & Recordings in the orange box.
- Suggested resource: [Mobile App Guide for Employees](#)

Clock In on the Mobile App

1. Log in to the DCI EVV app
2. Click the blue **Clock In** Button
3. Select the **Client's Name**
4. Select the **Service Code**
5. Click the blue **Continue** button
6. Select blue **Confirm Clock In** button. **This will start the time for the shift.**
***Please note:** Users do not need to stay logged into the mobile app during their shift and cannot take any other action until clocked out.

Clock Out on the Mobile App

1. Log in to the DCI EVV app
2. Click the blue **Continue to Clockout** button
3. Click **Confirm**
4. ***Choose ONLY ONE EVV (client attestation) option per shift (each clock out)*** (allows the client/employer to verify that they received service)
 - **Option #1 - Client PIN or Password**
 - i. Click **Client PIN or Password**
 - ii. Hand the device to the client or employer who **enters the client PIN** (client PIN issued on the Employer Good To Go/Welcome letter)
 - iii. The client or employer clicks the blue **Submit** button
 - iv. The client or employer clicks **Confirm** and hands the mobile device back to the employee
 - **Option #2 - Portal Signoff**
***Please note:** If the client is not present, willing, or able to complete one of the real-time signoff options, then portal signoff may be an option. The signoff process is not complete until the employer logs in and approves the punch.
 - i. Click **Portal Signoff**
 - ii. An alert will appear stating that EVV is confirmed, but manual verification will be required before approval. Click **Confirm**.
5. **Selects the task(s)/statement(s) that was/were completed during the shift. The entry cannot be saved without a selection.**
6. Click the blue **Confirm Clock Out** button. **This will stop the time for the shift.**

Review Entries

1. Click the **Menu** in the top left corner of the screen
2. Select **Entries** on the submenu
3. View the complete list of entries
 - Verify that all time is submitted
 - The employer approves the time before pay schedule deadline
 - Unvalidated Entries – Temporary status. Punch will be in pending or rejected status after system processes.