

## 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. E-Signature (hand the Client/Employer the phone to enter this)
  - c. Portal Signoff (for the Employer to approve at a later time on the DCI Portal)
5. Click the blue **Confirm Clock Out** button

Congratulations, your shift has been entered.

- 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 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 or Password** (client PIN or password 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 #4 - Signature**
    - i. Click **E-Signature**
    - ii. Hand the device to the client or employer to **draw their signature on the screen.**
    - iii. Click **Save**. To try again click Clear.
    - iv. Click **Confirm** to validate sign *Option*
  - **#3 - 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. 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 to 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.