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. On the Select Agency screen, type the agency name or system identifier in the Search Agency field.
    a. Acumen – North Carolina (NC CAP Only) & Wisconsin – **2015** (formerly Outreach)
    b. Acumen – All Other States & Programs (including Kansas Helpers) – **228636**
8. Select the agency from the list
9. 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. Select the agency from the list
    a. Acumen – North Carolina (NC CAP Only) & Wisconsin – **2015** (formerly Outreach)
    b. Acumen – All Other States & Programs (including Kansas Helpers) – **228636**
3. 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
4. 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.
5. Click the blue **Login** button