**EVV for Employees User Guide**

Electronic Visit Verification (EVV) is now required in order for services to be paid. Morning Sun Financial Services uses the DCI Electronic Visit Verification system to record employee clock in and clock out time. This guide is intended to help employees get started using the EVV system.

If you have any questions about anything in this guide, or need additional help with the system, you can contact the Morning Sun EVV help desk at 1-833-388-0013, Monday through Friday between 8:00am - 5:00pm CST. You can also find additional system help resources on the Morning Sun website at <https://morningsunfs.com>.

**Getting Started**

As soon as you are set up in the EVV system, you will receive an email from support@dcisoftware.com, to confirm your newly created DCI employee profile. This email will contain your DCI username for the EVV system.

To activate your profile, do the following:

1. In the email, click activate your profile
2. Create a new password and security question
3. You will now be on the DCI/Morning Sun ‘Sign In’ screen for the web portal.

**Choose a method to enter clock-in and clock-out time**

There are two ways to enter employee time

* Mobile App
	+ A free app is downloaded to your mobile phone. The app can be used to clock in and clock out, when you start and end a shift.
* Web Portal
	+ The web portal requires the use of a computer. It is accessed on your computer through a **‘DCI Portal’** link on the Morning Sun website or directly at <https://yourevvsystem.dcisoftware.com>. The web portal can be used to record time worked after a shift has been completed.

**Mobile App**

* Download the free, DCI mobile app on your phone using Play Store or App Store
	+ Search for ‘DCI Mobile EVV’
	+ Install and open DCI Mobile App
* The first time you go into the mobile app you will be asked for a **‘System Identifier’**
	+ The system identifier number is 9400
* Enter your username that was on the activation email you received from DCI support
* Enter your newly created password or PIN (your PIN is the last four digits of your social security number)

You are now ready to begin entering clock in and clock out time.

**Clocking In for a shift**

1. Log in to the system
2. Select **‘Clock In’** from your Home Page
3. Select the **Client** you are working with from the dropdown menu
	1. You will only see the clients you are linked to
4. Choose a **Service Code** from the dropdown menu
	1. You will only see the service codes available for the client you have selected
5. Click continue
6. You will be prompted to confirm the clock in
	1. Select **‘Confirm Clock In’**
7. You are now clocked into a shift. You will remain clocked in until it is time to end the shift and clock out.

**Clocking Out for a shift**

1. Log in to the system
2. Select **‘Continue to Clock Out’**
3. Select ‘**Confirm’** to continue with the clocking out process
4. The next screen is used to enter notes. By clicking in the **‘Add Notes’** box you can type noes about your shift with your keypad or select the microphone on your keypad and add notes through the voice function on your phone.
5. You will be prompted to confirm the clock out
	1. Select **‘Confirm Clock Out’**
6. The next screen shows all the information associated with the shift you just completed. At this point, the shift information will be reviewed by your employer for approval.
7. Click the **‘Home’** button to take you back to the home screen.

**Web Portal**

* The web portal can be accessed two different ways:
	+ By clicking on the **‘DCI Portal’** button at the top of the Morning Sun website, located at <https://morningsunfs.com>
	+ By using an internet browser and going directly to the DCI login screen at <https://yourevvsystem.dcisoftware.com>
		- Supported web browsers for the DCI portal are:
			* Chrome (DCI preferred)
			* Firefox
			* Edge
			* Internet Explorer
			* Safari
* Once you are at the DCI login page, enter your username that was on the activation email you received from DCI support
* Enter your newly created password

Employees can record time worked on either the mobile app or the web portal. If you record time worked on the web portal, time is entered after the shift rather than entering real-time clock in and clock out entries on the mobile app. Once time entries have been entered on the web portal, shift information will be reviewed by your employer for approval.

**Entering Time worked in the Web Portal**

To record time worked after a shift has been completed:

1. Log in to the system
2. Click ‘**Add New Entry’**
3. Complete the Add New Entry Form:
	1. Enter the **Client Name**
	2. Enter the **Service Code**
	3. Enter the **Service Date**
	4. Enter the **Check In** and **Check Out** time
4. Click ‘**Save’** and then ‘**Yes’** on the confirmation window
5. Your shift has now been entered. To enter another shift, click ‘**Add New Entry’** and repeat the same process.