**EVV for Employers 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 employers 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](mailto:support@dcisoftware.com), to confirm your newly created DCI employer 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 approve or edit employee time**

There are two ways to approve or edit employee time

* Mobile App
  + A free app is downloaded to your mobile phone. The app can be used by an employee to clock in and clock out, and it can be used by an employer to approve and edit employee time.
* 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 is used by an employee to record time worked after a shift has been completed. The web portal can be used by an employer to approve and edit employee time.

**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)

As the employer, once your employee has entered time worked, you will have to review those entries and approve them in order for your employee to be paid.

**Viewing and Approving Time Entries in the Mobile App**

To find time clock entries that are ready for review:

1. Log in to the system
2. In the upper left-hand corner of the screen click on the 3 horizontal lines
3. Click ‘**Pending Entries**’
4. All entries requiring your review will be listed on the ‘**Pending Entries’** screen.
5. To review entry details, click anywhere in the entry row to open the time details page.
6. Once time entries have been reviewed, you can approve or reject the time.
   1. If you approve of the time, the approved entry will disappear from the ‘**Pending Entries’** screen and will be shown under ‘**Entries’** in the menu.
   2. If you reject an entry, the rejected entry will disappear from the ‘**Pending Entries’** screen and will be shown under ‘**Entries’** in the menu. If an entry is rejected, your employee will receive a notification that an entry has been rejected.

**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 as follows:
      * 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 of the web portal. If an employee records time worked on the web portal, that time is entered after the shift rather than entering real-time clock-in and clock-out entries on the mobile app. When time entries are made after a shift, you will need to wait to review and approve the time worked until after the entries are create by your employee.

**Viewing and Approving Time Entries in the Web Portal**

To find time clock entries that are ready for review:

1. Log in to the system
2. Toward the top of the menu on the left-hand side of your screen, click on ‘**Pending Entries’**
3. All entries requiring your review will be listed on the ‘**Pending Entries’** screen.
4. To review entry details, click anywhere in the entry row to open the time details page.
5. A column with checkboxes to ‘**A-Approve’** or ‘**R-Reject’** time entries will be on the screen.
6. Once time entries have been reviewed, you can approve or reject the time.
   1. If you approve of the time, the approved entry will disappear from the ‘**Pending Entries’** screen and will be shown under ‘**Entries’** in the menu.
   2. If you reject an entry, the rejected entry will disappear from the ‘**Pending Entries’** screen and will be shown under ‘**Entries’** in the menu. If an entry is rejected, your employee will receive a notification that an entry has been rejected. Your employee should re-enter the shift correctly.