

The Evvie mobile app is a new way to record the time you work with Consumers. It's a simple and quick way that will make sure the time you work is recorded correctly. Let's walk through some steps for getting the app ready to use and recording your first shift.

Download the App – iPhone or iPad

1. Open the App Store app.
2. Search for "Evvie"
3. Look for the app named Evvie, the app icon is a blue letter A with a curvy line.
4. Download the app to your device.

Download the App – Android Devices

1. Open the Google Play app.
2. Search for "Evvie"
3. Look for the app named Evvie, the app icon is a blue letter A with a curvy line.
4. Download the app to your device.

Now that you have the app, you're ready to start recording your time worked. The FMS Provider should have already emailed you instructions for setting up your FMS One account. You need to have an FMS One username and password in order to use the Evvie

mobile app. If you don't have your FMS One login set up yet, please review the instruction sheet for doing that before you try to sign in to the Evvie mobile app. The app works the same way for both Apple and Android devices.

Logging In to the App

1. Open the app.
2. Click on the blue FMS one button.
3. Your device will bring you to the sign in page. Enter your FMS One email and password, then click Log In.
4. You should now be signed in and ready to start a shift!

Starting a Shift

Once you're signed in, the first screen you see should be a list of Consumers that you work for. There may only be one person listed, or you could have a few.

1. Click on the name of the person that you're working for today.
2. At the bottom of the screen there is a blue "Start Shift" button. Click that.
3. You need to confirm that you've selected the correct person, if you did, click yes. If you didn't, click no.

4. If you clicked yes, Evvie has already started recording your shift. You can put your device away and come back to it later.

Ending a Shift

Before you submit your shift, you will need to enter/select some information about the shift in the app.

1. Open the app.
2. Select a service code from the list.
3. Select the Consumer's enrollment ID from the list.
4. Select any ADL codes, which are tasks you worked on today.
5. Click end shift in the upper right corner of the screen.
6. Click end and complete shift on the pop up.
7. You'll see a message that your shift was saved successfully.

Congratulations! You've recorded your shift with the Evvie mobile app.