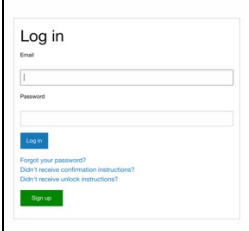
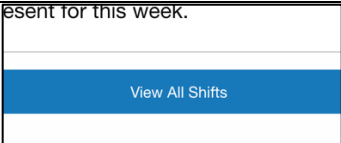

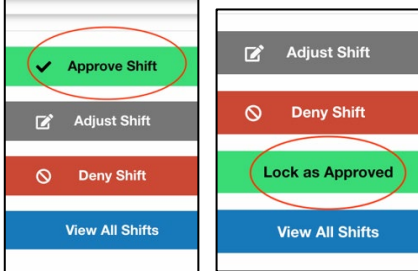
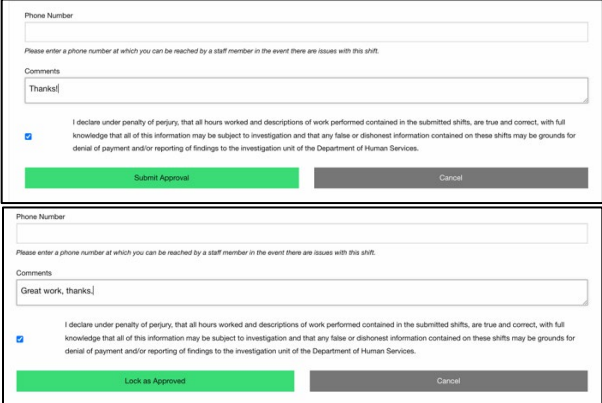


## Quick Start Guide to Approving a Shift in evvie Portal

It's easy to approve shifts in the evvie Portal web app. 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 Portal web 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 Portal web app.

Let's walk through some steps for approving your shifts.

	Steps to Complete	What it Looks Like on a Screen
1	Open your web browser and follow the link to your evvie Portal web app. Sign in with FMS One. The link was sent to you in the invitation and welcome emails you received when signing up.	
2	Click the blue "View all Shifts" button.	
3	Search or browse the index for shifts in Submitted or Approved status. Click the View Shift button, in the index, next to the shift you want to approve. The first person to approve will look for Submitted shifts to approve, the second person will look for Approved shifts to put in Approval Locked status.	
4	After viewing the shift, scroll to the bottom of the screen and click the green Approve Shift or Lock as Approved button.	
5	Enter any comments, then mark the checkbox to certify the shift. The last step is to click the green Submit Approval or Lock as Approve button. The shift is now approved or approval locked. If approved, the second person will need to complete the approval lock process before the shift is sent to payroll for processing.	

If you have additional questions, please refer to the **evvie** User Manual or contact your FMS Provider for assistance.