Employee:
How to Set Up the EVV Devices

How to access and set up your DCI Mobile app, FOB (alternative device) and Landline, <mark>choose one method to use.</mark>

Employee – DCI Mobile App

The DCI Mobile EVV app is a free application that is available in both the Apple App Store and Google Play Store. The employee will use the Mobile App to clock in and out of shifts worked, also known as punches.

Requirements to use the DCI Mobile App:
- Have a smart device (phone or tablet) Apple – iPhone 6s or 6s Plus or later, iPhone SE, iPod touch (7th generation)
- Android – 4.6" screen or larger
- Have a smart device that runs Android 8.0 or Apple iOS 13 or later operating system. The operating system information can be found in the system settings of the device
- Have internet access or mobile data available.
    - Please note: The app does work in areas of low or no network availability using offline mode. The device must be connected to the internet the first time the user logs in; this registers the device.
- Web browsers: Google Chrome (preferred), Firefox, Edge, or Safari

Download the Mobile App
1. Open the Apple App Store or Google Play store on the smart device and enter **DCI Mobile EVV** into the search bar a. Please note: There are multiple DCI application options. Be sure to choose the right one for the specific program.
2. Select **DCI Mobile EVV** from the list of available apps
3. Click Install
4. After installation, click **Open** to launch the app. a. A shortcut will be placed on the device home screen

Before Initial Login
- <mark>Username, password, and optional pin will be sent in an email from DCI: support@dcisoftware.com.</mark>
- <mark>Imagine Enterprises will also provide a System Identifier, which is a code that will connect the user to the organization's instance of DCI.</mark>

<mark>These items are needed for login.</mark>

Initial Login
- Upon opening the app, a system alert will appear saying, "Allow DCI EVV to use your location? "Click "Allow While Using App". This happens at initial login only.
- <mark>Enter the System Identifier **2056** provided and click **Next.**</mark> This happens at initial login only.
- Check your email for an email from DCI (support@dcisoftware.com) that contains your login information. If you cannot find the email (in your regular email, spam or junk folders), contact your Employer Services Manager.
- Enter Username/Email and Password or PIN and click **Login.**

Log in after Initial Login
- Enter Username/Email and Password or PIN and click **Login**

By the end of this video, you will understand how to:

- Download the mobile app
- Navigate the features of the app
- Clock in and out of your shift with client visit verification

Click the link to launch the video: https://directcareinnovations.wistia.com/medias/dfe3h54qmo

If you need additional technical assistance, contact your area Employer Services Manager:

North & West Texas Areas
Janice Norwood
Phone: 325-518-1950
Email: Janice.norwood@imagine-enterprises.org

Central Texas & Gulf Coast Areas
Taylor Morales
Phone: 832-725-0461
Email: Taylor.morales@imagine-enterprises.org