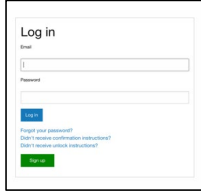

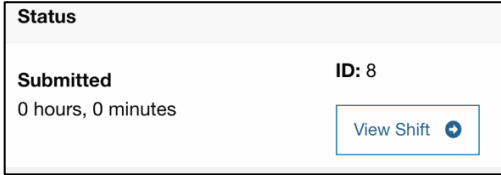
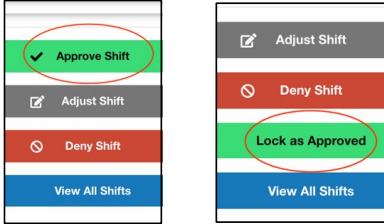
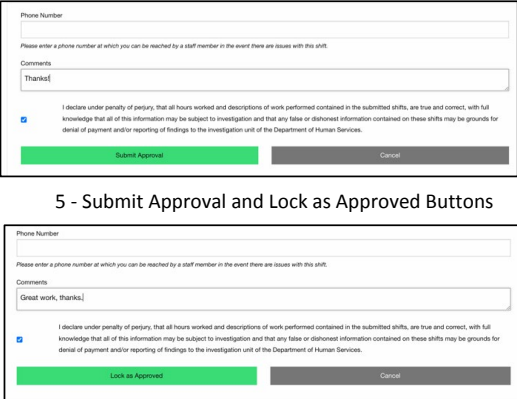


It's easy to approve shifts in the **evvie** Portal web app. The FMS Provider should have already emailed you instructions for setting up your **FMSOne** account. You need to have an **FMSOne** username and password in order to use the **evvie** Portal web app. If you don't have your **FMSOne** login 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. The link was sent to you in the invitation and welcome emails you received when signing up. Sign in with FMSOne .	 <p>1 - View of Login Screen</p>
2	Click the blue View all Shifts button.	 <p>2 - View All Shifts Button</p>
3	Search or browse the list for shifts in Submitted or Approved status. Click the View Shift button, in the list, 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.	 <p>3 - View Shift Button</p>
4	After viewing the shift, scroll to the bottom of the screen and click the green Approve Shift or the green Lock as Approved button.	 <p>4 - Approve Shift and Lock as Approved Buttons</p>
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 Approved 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.	 <p>5 - Submit Approval and Lock as Approved Buttons</p>

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