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.

	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.	Log in Ford Paracet Cont Proof or comment) Proof or comment() Cont one united antidentities Cont one united antidentities Cont one united antidentities
2	Click the blue "View all Shifts" button.	View All Shifts
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. After viewing the shift, scroll to the bottom of the screen and click the green Approve Shift or Lock as Approved button.	Status Submitted ID: 8 0 hours, 0 minutes View Shift ✓ Approve Shift Image: Construction of the second s
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.	Proves Number Proves Number Rates enter a phone number at which you can be reached by a shaft member in the event there are issues with this shot. Commerts Thanksdig Idective under prenative of psyciny, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and comest, with Nul for denied physicity of psyciny, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and comest, with Nul for denied physicity or protocity of findings to the investigation and that any false or dishonest information contained on three shifts may be grounds for denied physicity at all of this information may be subject to investigation and the any false or dishonest. Decome Current Prevent Number Current Prevent Worker, thanksl

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

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

