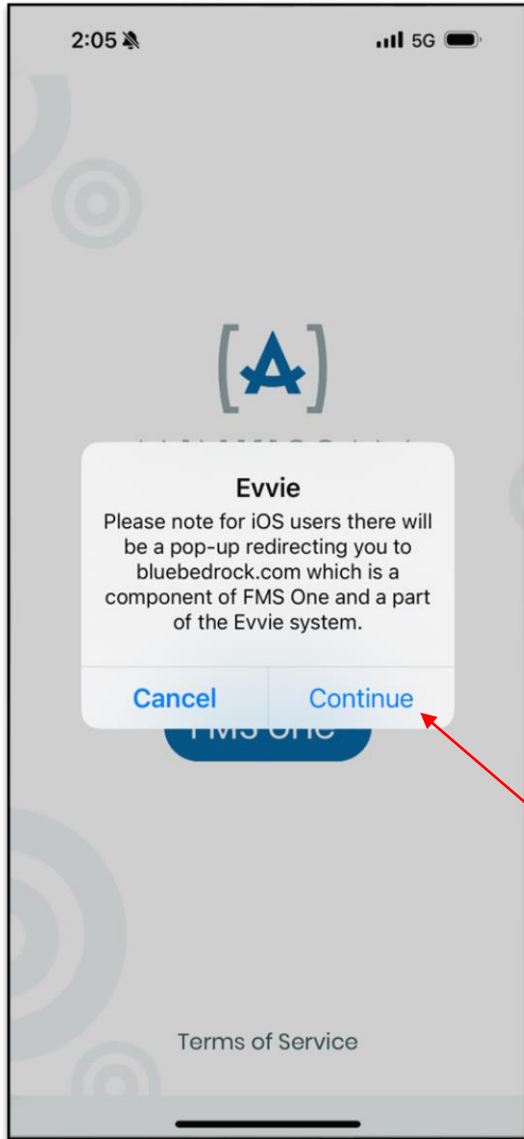


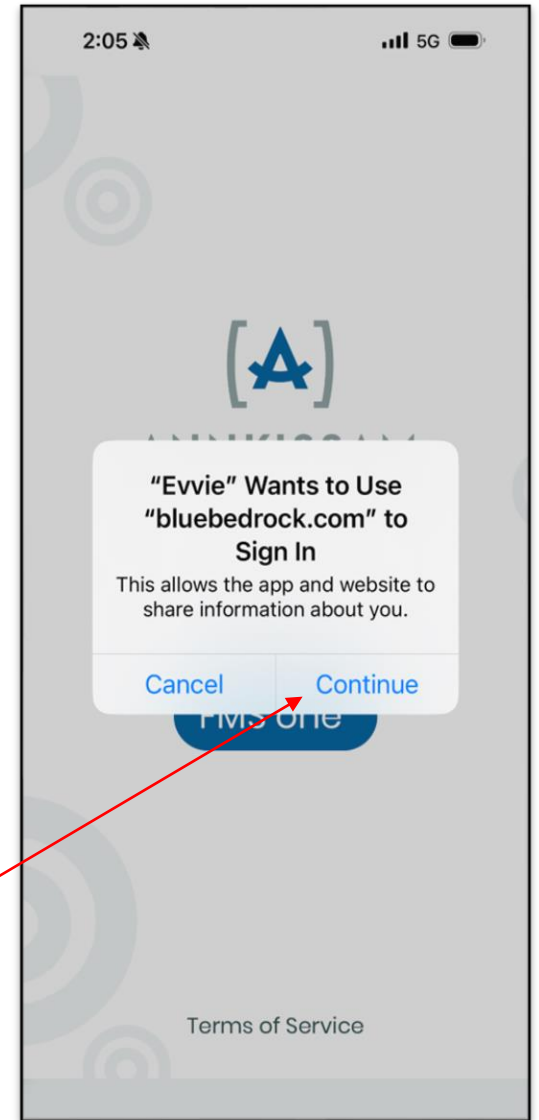
# How to submit timesheets using the Mobile EVVIE Portal

Click the blue FMS One icon to sign in





You will be required to click “Continue” for both options before you are able to clock in.



Enter your email and password, then click the blue “Log in” icon

Cancel e.bluebedrock.com AA ↻

≡ FMS One

You need to sign in or sign up before continuing.

Log in

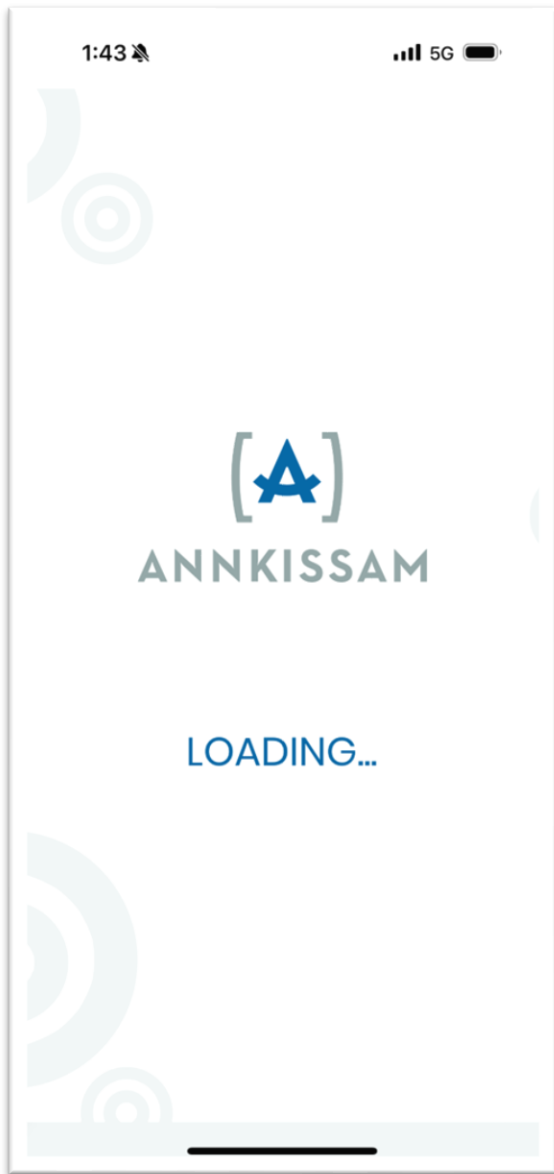
Email

Password

Log in

[Forgot your password?](#)  
[Didn't receive confirmation instructions?](#)  
[Didn't receive unlock instructions?](#)

Sign up



After the app finish loading, check the box next to the member's name that you are starting a shift for and click the blue "Start Shift" icon



Select at least one consumer to start the shift.



**Tequilla Clay**

ID: C00744

Are you sure you want to start the shift for the following users?

**Tequilla Clay**

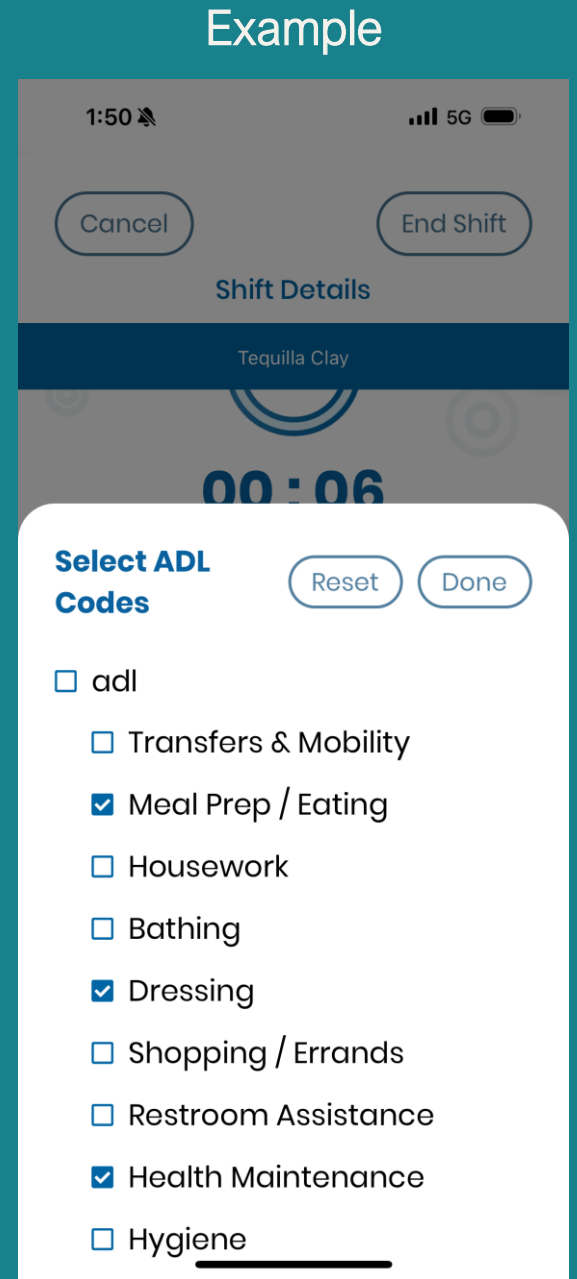
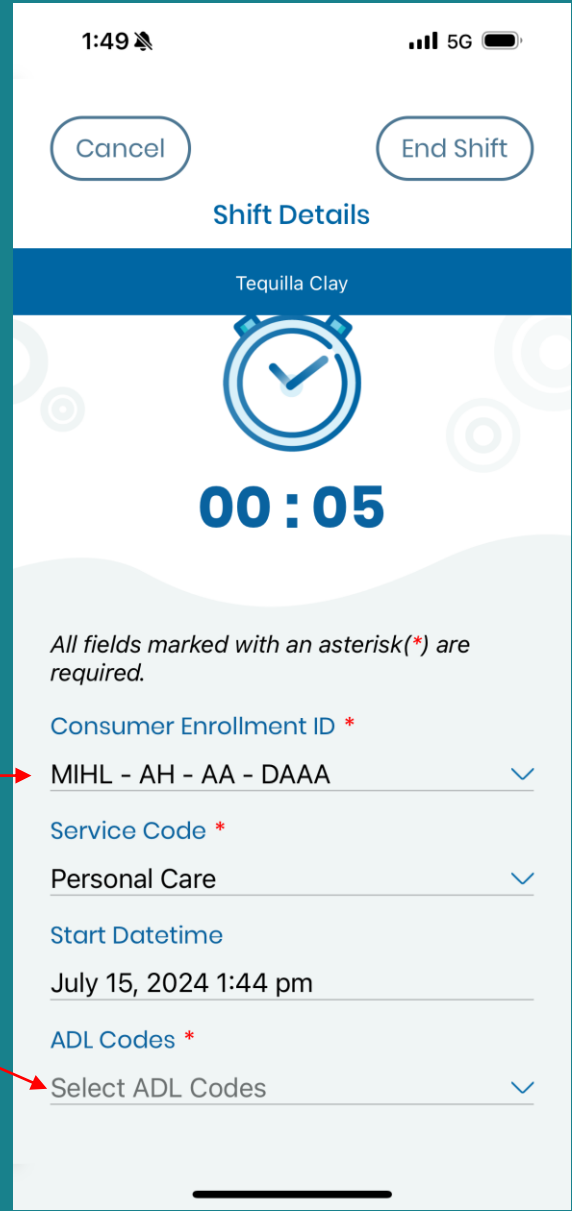
No

Yes

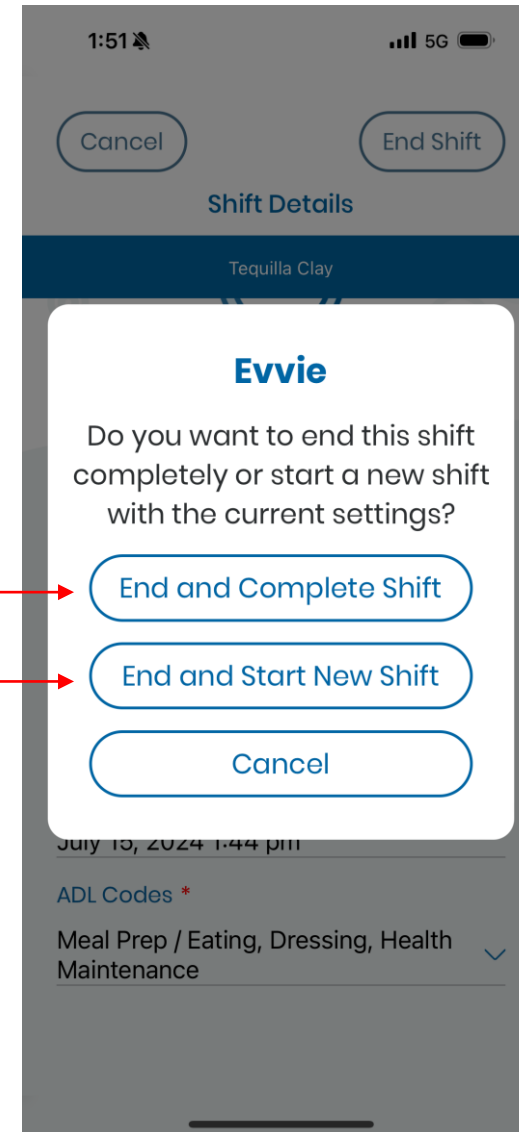
**Answer “Yes” if you selected the correct member.**

**Answer “No” if incorrect.**

From the drop down, select the Service Code and all applicable ADL Codes. You will notice that you are officially clocked in and your time has began tracking. Your time will be displayed in hours and minutes.



To end a shift, click the “end shift” icon at the top and select one of the two options.





After a caregiver ends their shift, the member will receive a notification email notifying them that a shift is awaiting their review and approval.

