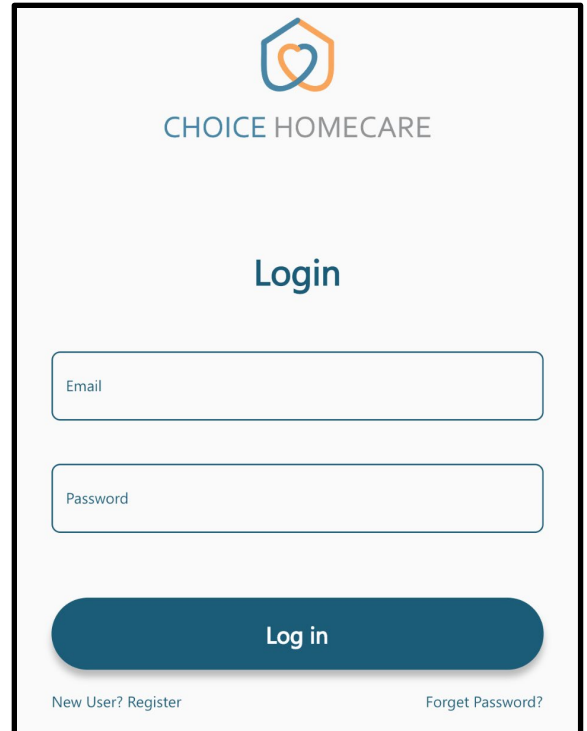


How to Clock In to a Shift

1. Sign into the Choice EVV app using the email and password you created when you set up your account.

*If you have not set up your account and need assistance see

[How to Register New User](#)

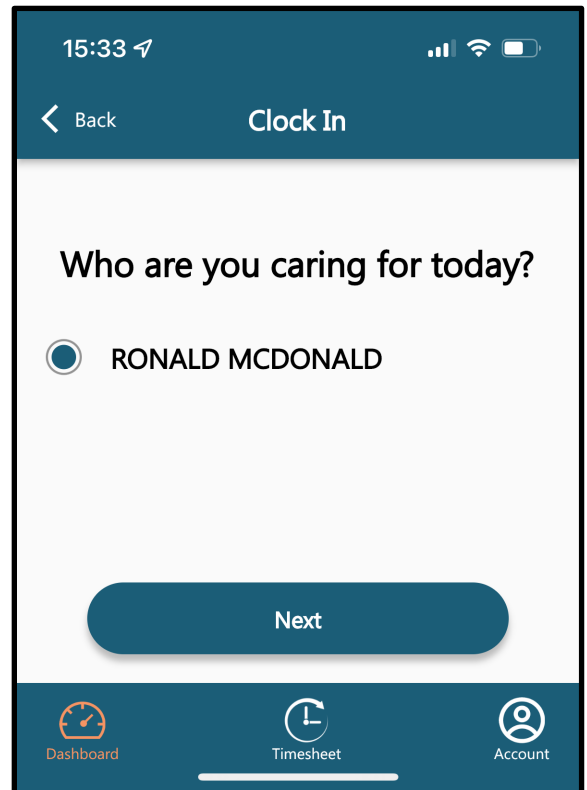


The screenshot shows the login interface for the Choice Homecare app. At the top is the Choice Homecare logo, which consists of a stylized house icon with a heart inside, followed by the text "CHOICE HOMECARE". Below the logo is the word "Login" in a large, bold, blue font. There are two input fields: "Email" and "Password", both with rounded rectangular borders. Below these fields is a large, dark blue button with the text "Log in" in white. At the bottom left, there is a link "New User? Register" and at the bottom right, a link "Forget Password?".

2. Select the Client you will be assisting during your shift and press **Next**.

Sibling care

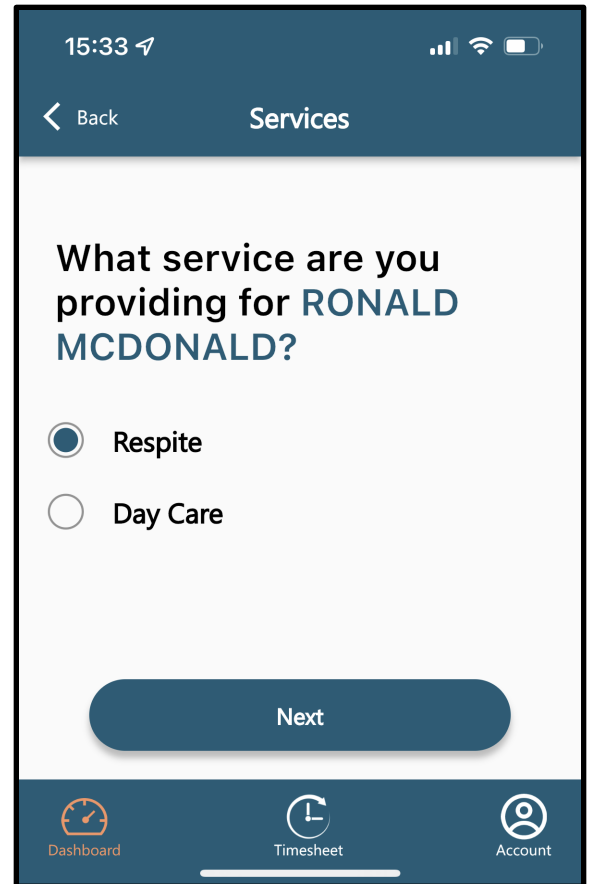
*If you work with more than one Client at the same time, select just one of the clients, press **Next** and select the applicable sibling service on the next screen.



The screenshot shows the "Clock In" screen in the Choice Homecare app. At the top, the status bar shows the time "15:33" and signal strength, Wi-Fi, and battery icons. Below the status bar is a dark blue header with a back arrow and the text "Back" on the left, and "Clock In" on the right. The main content area has a white background with the question "Who are you caring for today?" in bold black text. Below the question is a radio button next to the name "RONALD MCDONALD". At the bottom of the main content area is a large, dark blue button with the text "Next" in white. At the very bottom is a dark blue navigation bar with three icons: a clock for "Dashboard", a clock with a checkmark for "Timesheet", and a person icon for "Account".

3. Select the correct service that you are providing during your shift and press **Next**.

*If you are unsure which service you are providing, ask the client or call the office for clarification. Selecting the wrong service can cause administrative issues and delay your pay.



4. Confirm the service details are correct and press **Clock in** to complete your Clock in and start your shift.

The timer will begin once you have selected "Clock In". To Clock-Out see [How to Clock-Out of a Shift](#)

