EVV Quick Start - Employee

You will receive an email from MobileAM_Admin@sandata.com when approved to START.
Check your Spam/Junk email box.
DO NOT DELETE EMAIL, you will need this for next steps.

Step 1: Download the App
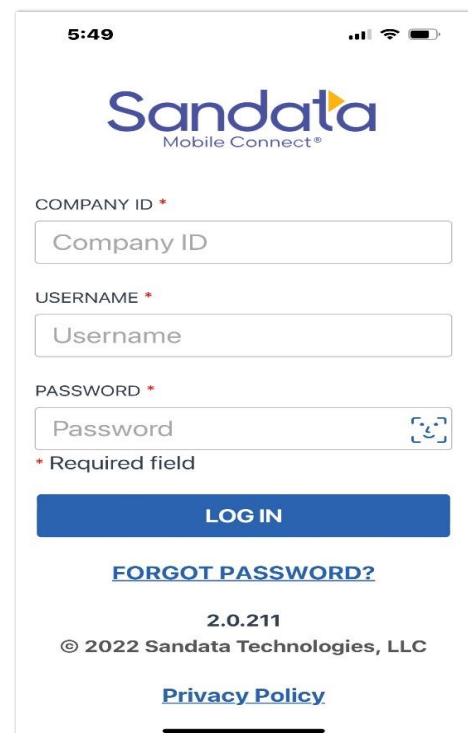
Download the Sandata App onto your mobile device

Step 2: Open the App

Open the Sandata App on your mobile device

Enter Info:
1. Company ID = from the email
2. Username = Your email address
3. Password = Temporary Password from Email
4. **LOG IN**

Step 3: Answer the following Questions

1. Sandata Mobile Connect Would like to access the microphone = **YES**
2. Allow Sandata Mobile Connect to use your location? = **Allow While Using App**
3. Choose your language
4. Choose and Answer your Security Questions. **Be sure to write down your answers.**

Step 4: Reset your password

Password MUST have the following:
1. Must be 12 Characters long
2. One Upper Case Letter
3. One Lower Case Letter
4. One Number
5. One Special Character **(!@%$)**

You are now back to MAIN Sign In Screen. Log IN with new password.

**Important if you forget your password after 2 try's tap FORGOT Password and follow reset process. This will help you NOT get LOCKED out of account.
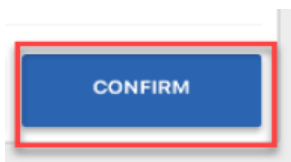
Step 5: START Your Visit

1. Choose your client by going to Menu Bar
2. Confirm Client & Tap Continue
3. Tap on the Service you are Providing
4. Personal Care Ser per 15 mins.
5. **Tap START VISIT "Clock IN"**
6. Add TASKS
   - Check off the tasks you will be doing during your shift.
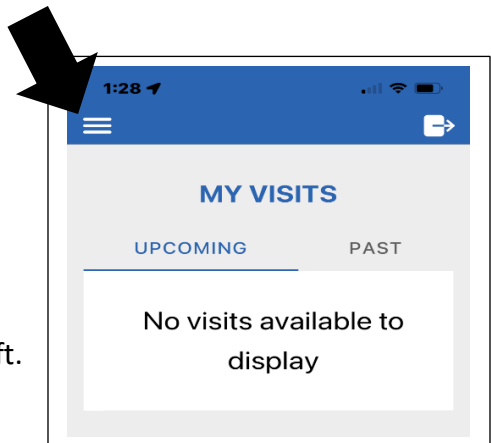
Step 6: END Your Visit

When your shift is done you will then go back into app and Tap Complete Visit **"Clock OUT"**

NEXT: Pass your phone to the Client who will then complete verification by tapping confirm on all items. Client then signs or uses voice recording to finalize.

**If client has a Representative, it will be the responsibility of Rep to go into App on there phone and confirm all visits. If they are not available.

IMPORTANT
A paper timesheet is still required. Your timesheet MUST match your Clock IN & OUT Times.