eXPRS
Express Payment & Reporting System

eXPRS Mobile-EVV for **Agency DSP Staff**
EVV Login & Site Navigation
(updated 3/26/2020)

eXPRS has been updated to meet the new federal regulations for Electronic Visit Verification (EVV). These updates include making the eXPRS website usable on a mobile device (*such as a smartphone or tablet*) for collecting time-worked data from Direct Support Professional (DSP) staff for DD Agency Providers.

This user guide will provide an overview to logging in & navigating through **eXPRS Mobile-EVV** for Agency DSP Staff.

The examples shown in this guide use an iOS/iPhone device.

1. To access **eXPRS Mobile-EVV**, tap on the icon for the internet browser on the device you wish to use *(such as Safari, Edge, Chrome, Firefox, etc)* to launch it.

   The examples in this guide are shown using Safari.

2. In the browser app you have opened, enter the key words "**exprs login**" in the search window, like shown here.

   Then tap **GO** to search.
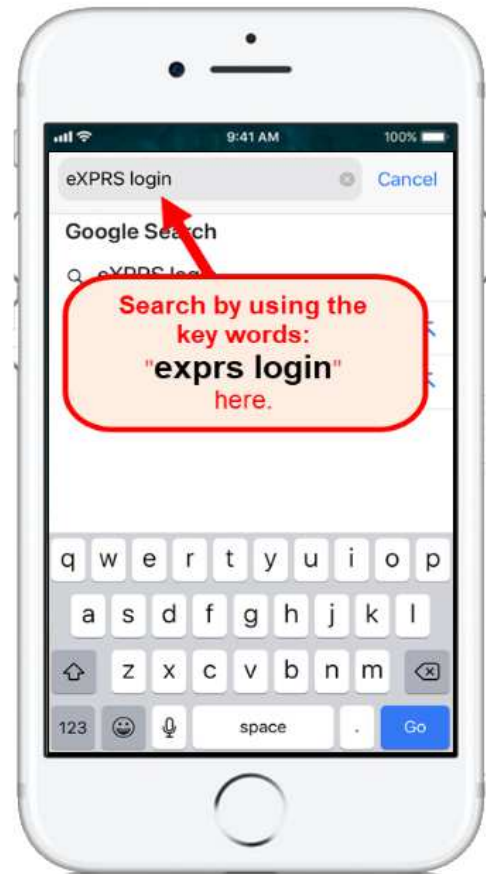
3. From your search results, tap on **eXPRS - Login** to go to the eXPRS website.

   ➔ *REMEMBER!!* – **eXPRS Mobile-EVV** *is not an app* that you download to your device. It is just the regular eXPRS website that has been updated to be used on a mobile device for EVV services.
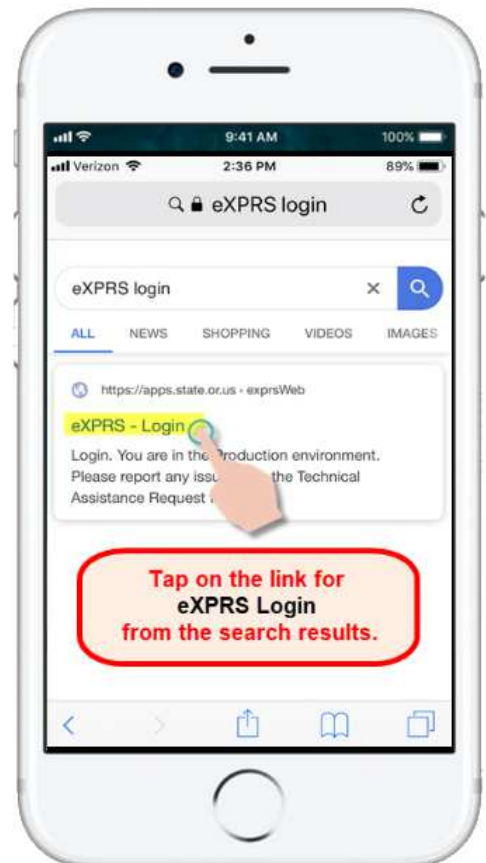
4. You're now at the **eXPRS Mobile-EVV** login screen.

   ✅ *Pro-Tip*: Once here, save the page to your **Bookmarks**, **Favorites** or as a **shortcut** on your device's home screen for easier access next time you need to log in.

   First, we'll look at the links on the **Login** screen that can be used to access more information.
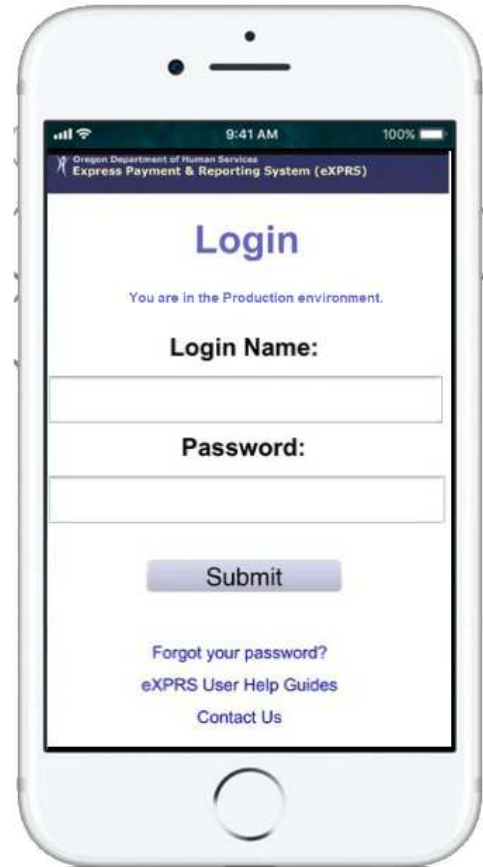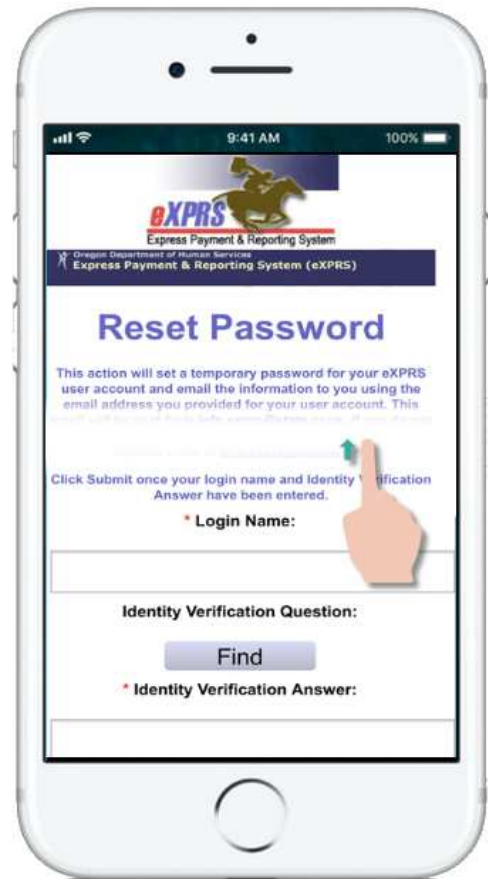
5. The first link we'll review is the Forgot your password? link.

   If you tap this link, you'll go to a screen where you can reset your password, if needed.
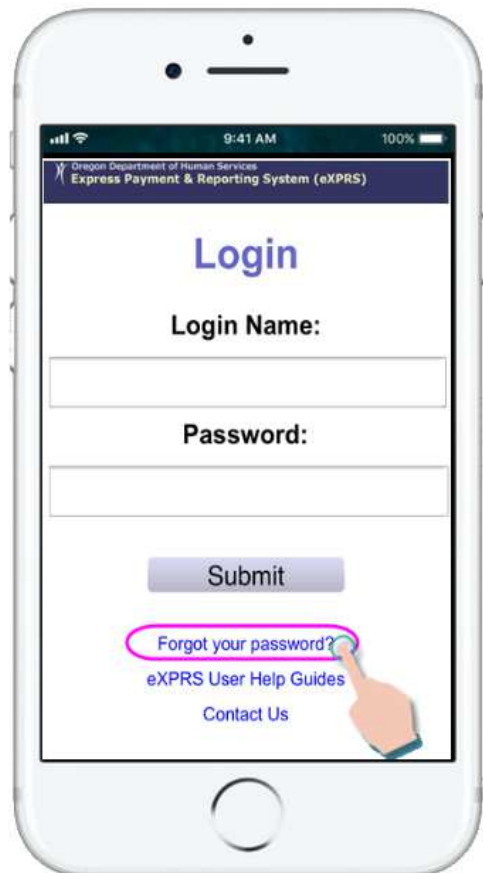
Depending on the size of your device, you may need to swipe up on the screen to view more information that may be hidden at the bottom.
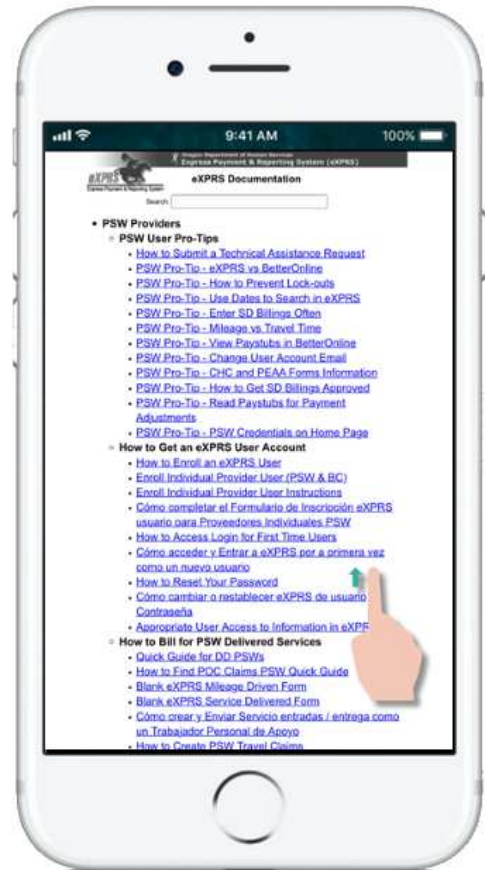

6. The second link on the **Login** screen is the eXPRS User Help Guides link.

This link will take you to the **eXPRS Help Menu** index, where you can access the eXPRS user guides & resources, when needed.

Again, *swipe up* on the screen up to view additional information that may be hidden on the bottom.

7. Back on the **eXPRS Mobile-EVV** login screen, we'll now log in.

Enter your *Login Name* & *Password* in the appropriate fields.
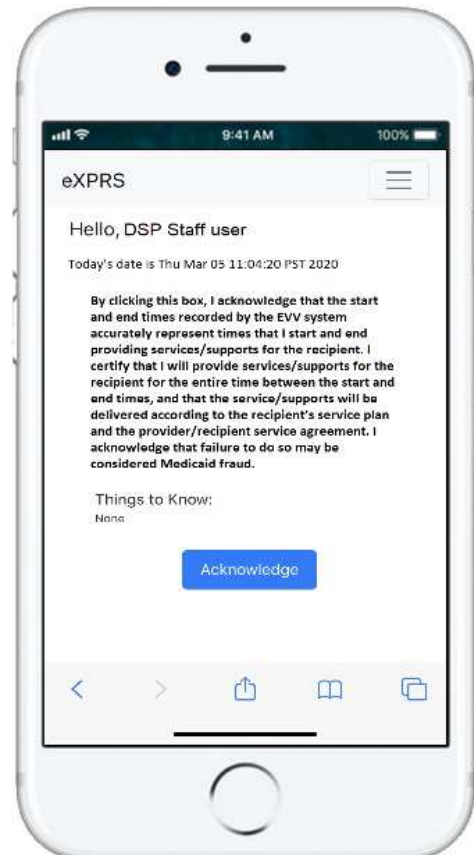
Tap **SUBMIT** to log in.

If you also work as a PSW, be sure to select the correct user type – **Direct Support Professional** – for the Agency you work for from the **Organization/Program Area** dropdown.

Tap SUBMIT again to complete your log in.

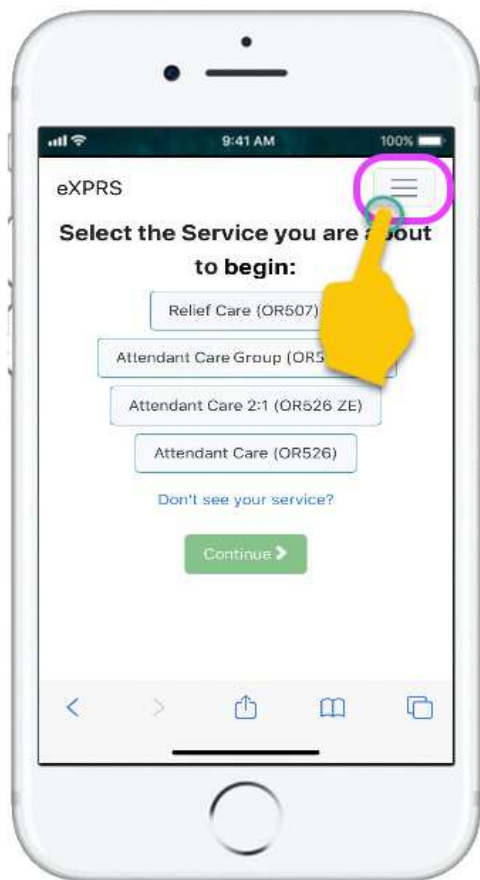8. Once you have successfully logged in you will see a message screen.

   Please read the message & then tap on **Acknowledge** to continue.

9. Once logged in, you will see the "*Select the Service …*" screen.

   On almost all the screens in **eXPRS Mobile-EVV**, there is a small 3-lined **Menu Icon** in the top right corner of the screen *(shown here, circled in pink)*.
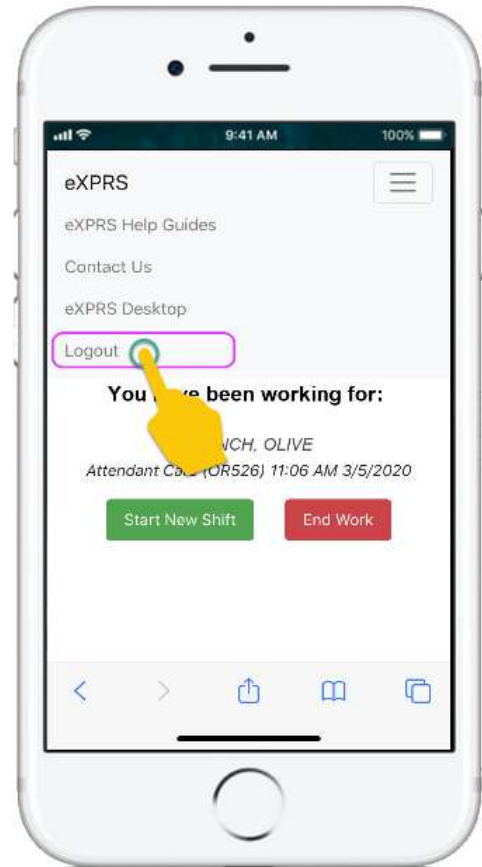
   Tap on this **Menu Icon** to open the menu.

10. When open, the Menu will give you several options. Simply tap on the item you wish to view.
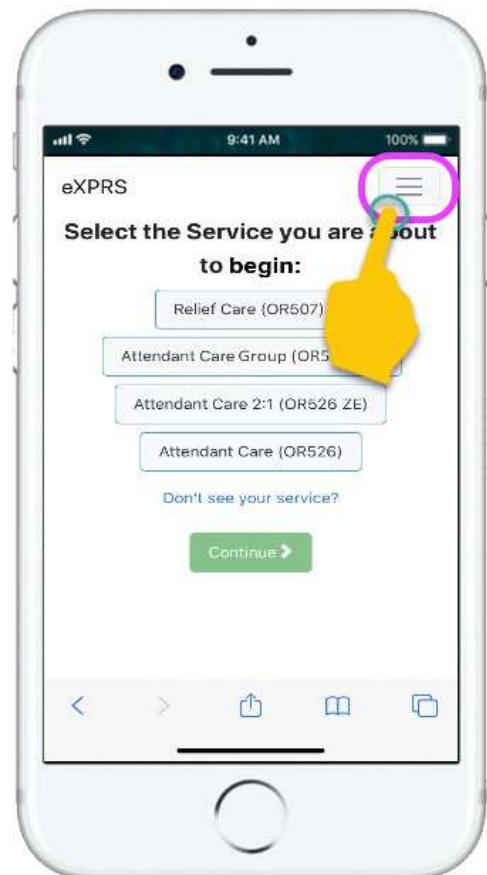
    - The first menu option is the **eXPRS Help Guides** which will take you to the eXPRS Help Menu index page, same as from the link on the login screen.

Agency EVV - DSP Login-Site Nav (v4; 3.26.20)
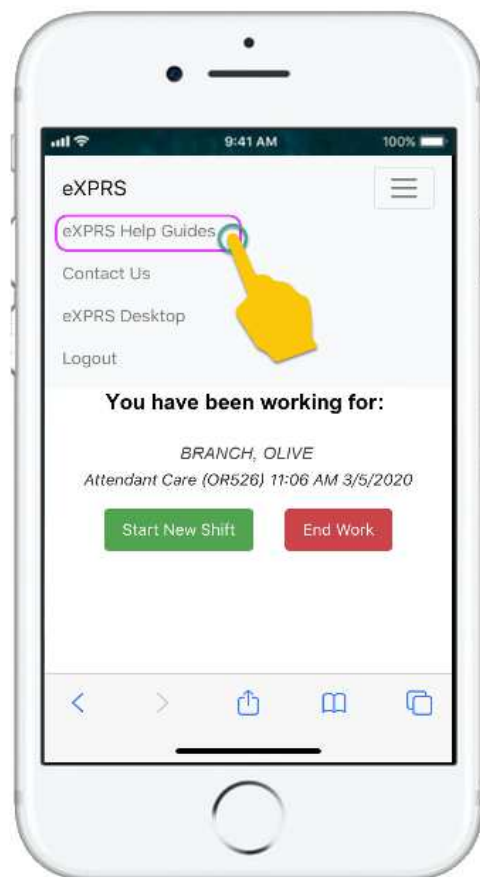
- The last link on the menu will log you out of **eXPRS Mobile-EVV**.

- Tapping on the 3-lined **Menu Icon** again in the top right corner will close the Menu.

11. Back on the "***Select the Service …***" screen, you can walk through the steps to start an EVV 'shift' to begin working.

   Use the **How to Start a Shift** & **How to End a Shift** EVV user guides for DSPs for step-by-step instructions on how to use **eXPRS Mobile-EVV** to start & end shifts.