

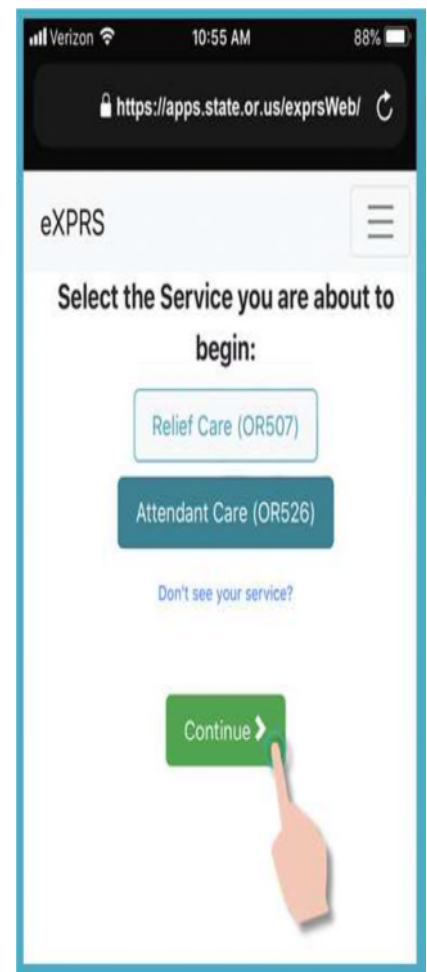
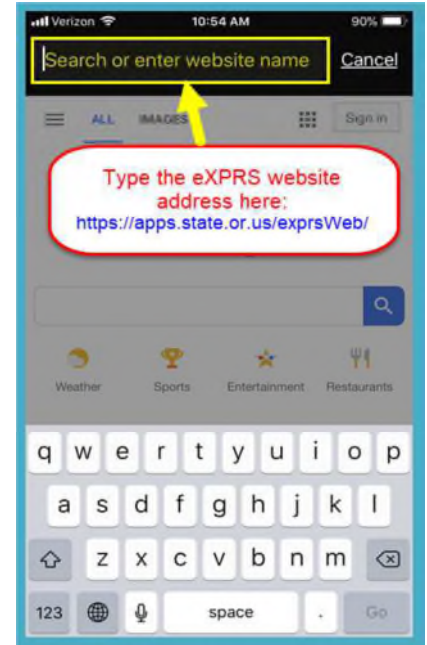
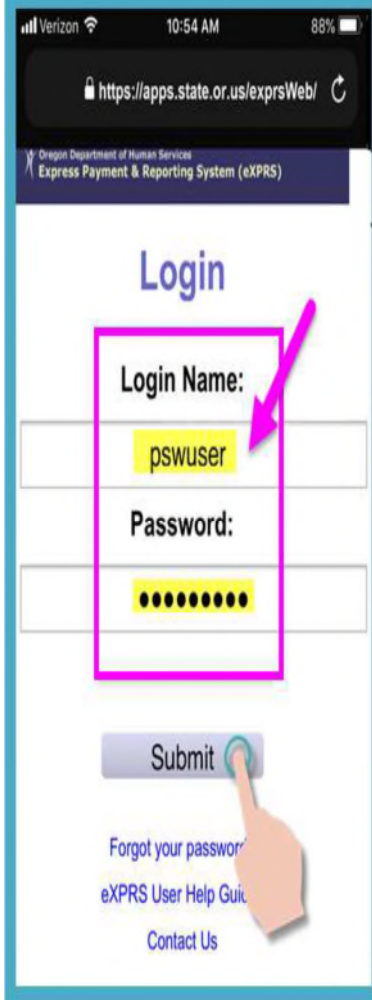
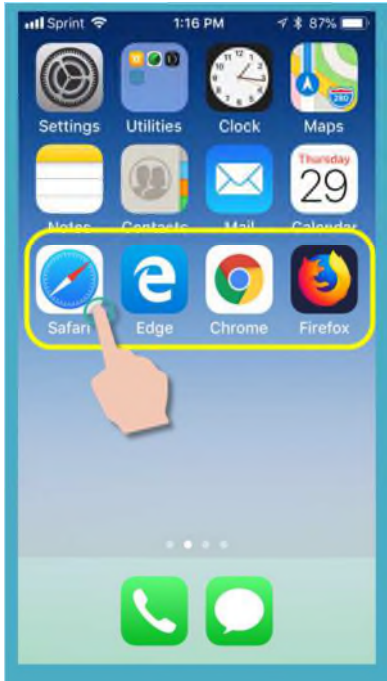


LANE COUNTY

Developmental Disabilities Services

HOW TO START A SHIFT IN EVV (This guide uses Safari in its examples.)

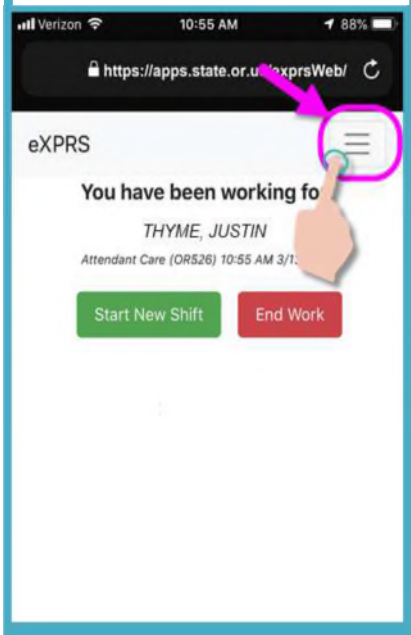
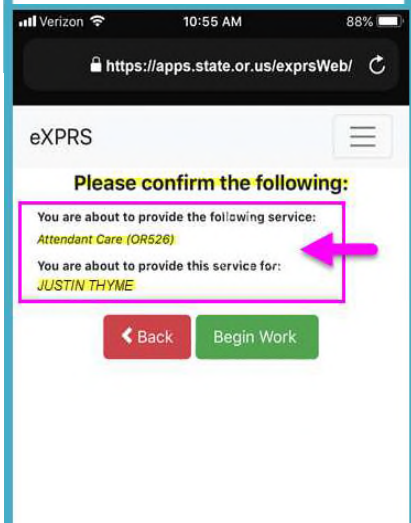
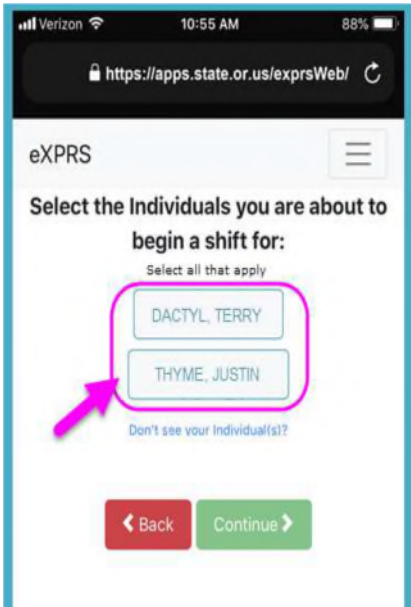
- When you arrive to start working your shift, use your mobile device (*smartphone or tablet*), launch an internet browser (*such as Safari, Chrome, Firefox, Edge, etc.*)
- In the browser app you have selected, type in the website address for eXPRS into your browser search window.
- eXPRS website address:
<https://apps.stae.or.us/exprsWeb/>
- On the eXPRS Mobile-EVV login page, use your regular eXPRS Login Name & Password to login.
- This is the same login information you use to login to the eXPRS website on a computer.
- Tap **SUBMIT** to login.
- Once you have successfully logged in & acknowledged your messages, you will be on the **“Select the Service...”** screen.
- This screen lists all the service authorizations that are active for you for the day you logged in (the actual day you are working). With the service you are to work selected, tap the **Continue** button to move to the next screen.





LANE COUNTY

Developmental Disabilities Services



- You're now in the "Select the Individuals..." screen.
- In this screen, you will see all the individuals who have active authorizations for the service you selected on the previous screen
- Tap on an individual's name,
- Tap on the Continue button to move to the next screen.
- Always use the Back button to go back.
- You will now see the "Please Confirm..." screen, showing the Service & the Individual(s) you selected to begin working for (starting your shift).
- **Please review this information CAREFULLY!**
- If the service & individual information is Correct, tap the **Begin Work** button to start your shift.
- Once you have started your shift in eXPRS Mobile-EVV you will see a 'dashboard' screen.
- This shows you who you are working with, the service, and the Start Time & Date your shift started.
- From here you can logout of eXPRS Mobile-EVV & work your shift.
- To logout of eXPRS Mobile-EVV, tap on the 3-lined Menu Icon in the top right corner of the screen to activate the menu.
- From the Menu, tap on Logout to logout of eXPRS Mobile-EVV; your shift will continue running on the eXPRS website.

