

## eXPRS Mobile-EVV Pilot for PSW Providers EVV Login & Site Navigation

*(v4; 12/7/2018)*

eXPRS has been updated to accommodate the new federal regulations for Electronic Visit Verification (EVV). These updates include making the eXPRS website to be usable on a mobile device (such as a smartphone or tablet) for collecting time worked data from Personal Support Worker (PSW) providers.

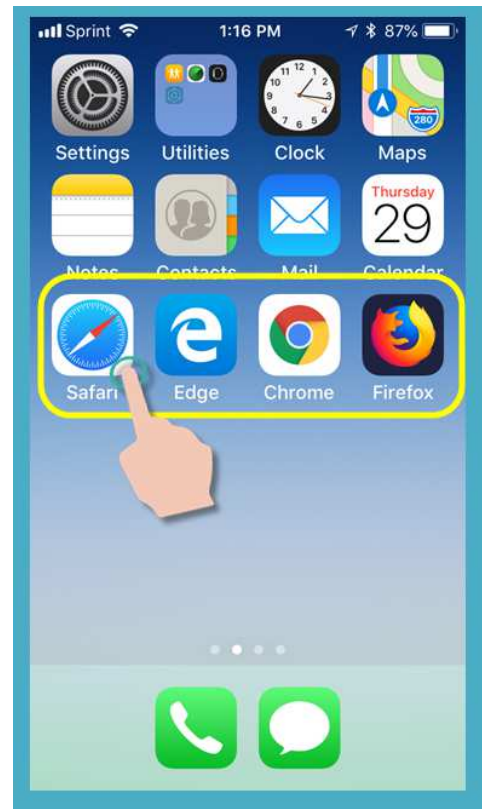
For more information on the history of eXPRS & Electronic Visit Verification, please see the [PSW EVV Informational Overview for Pilot](#) user guide.

This user guide will provide an overview to logging in & navigating through some of the **eXPRS Mobile-EVV** links for PSW providers participating in the EVV Pilot.

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 your device you wish to use (such as Safari, Edge, Chrome, Firefox, etc) to launch it.

These examples in this guide are shown using Safari.



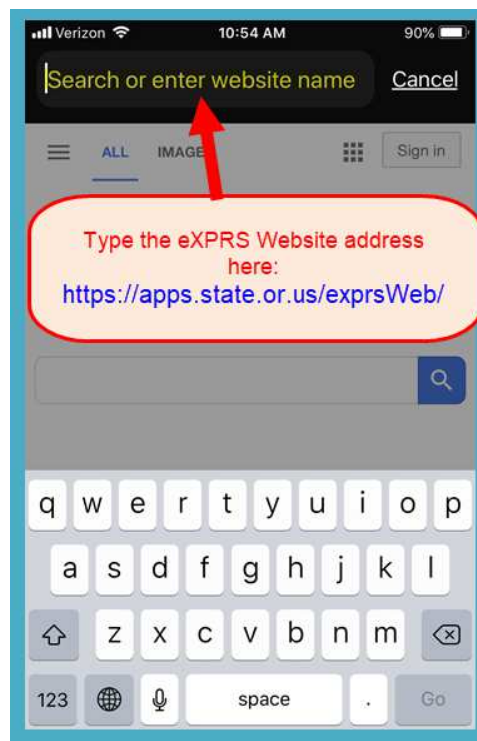
2. In the browser app you have opened, enter the website address for the eXPRS Payment System in the web address search window.

eXPRS Website Address:

<https://apps.state.or.us/exprsWeb/>

You may want to Bookmark or save this website address in your Favorites for easier access next time you wish to login in.

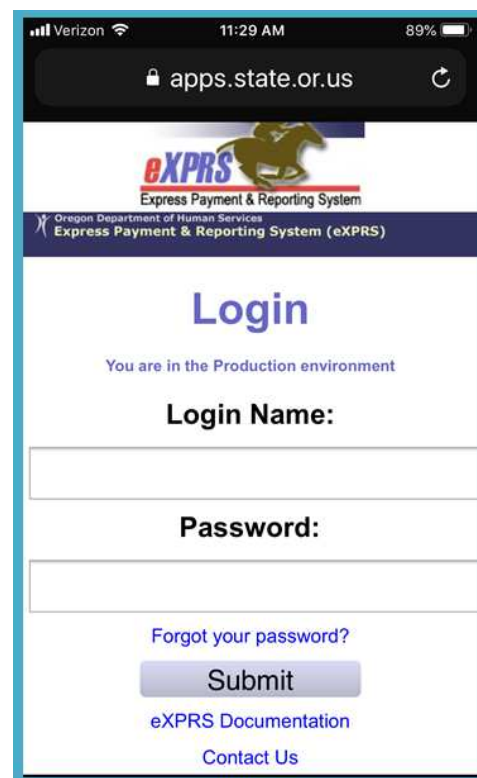
→ **REMEMBER!!** – eXPRS Mobile-EVV *is not* an app that you download. It is just the regular eXPRS website that has been updated to use on your mobile device.



3. You're now at the eXPRS Mobile-EVV login page.

The login page will look a bit different than the login page on the regular eXPRS website, but ***you will use the same Login Name & Password*** you have been assigned for eXPRS to login here as well.

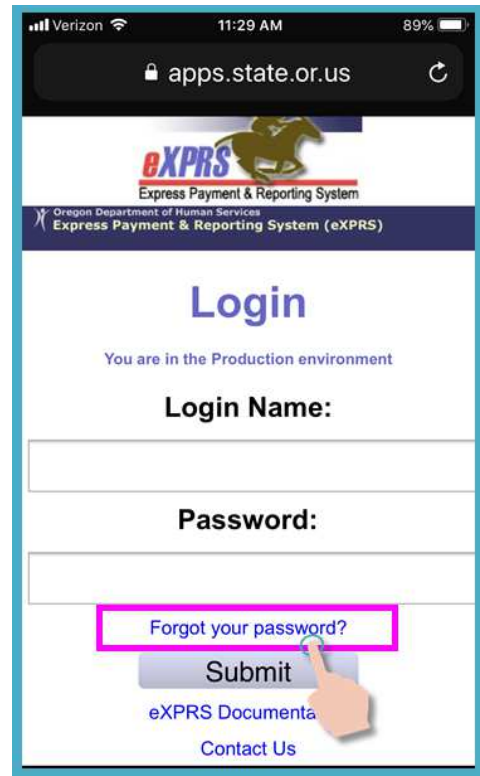
First, we'll look at the links on the Login page that can be used to access more information.



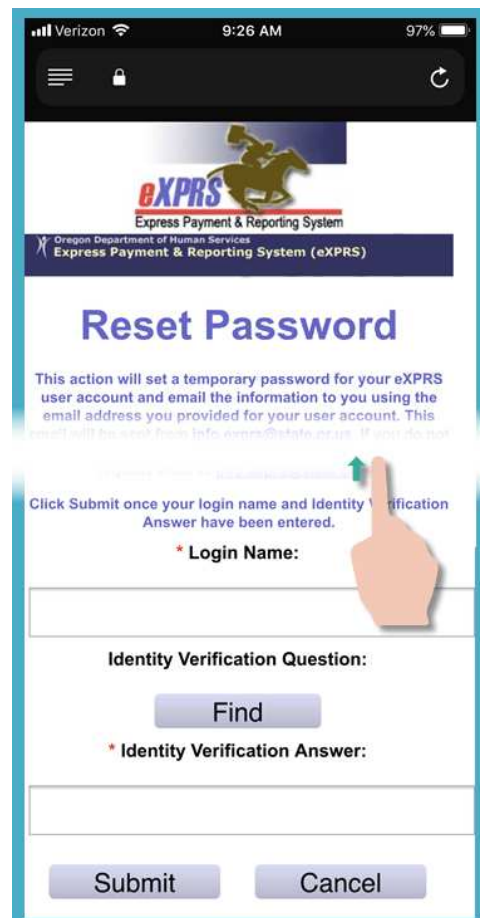
4. The first link we'll review on the login page is the [Forgot your password?](#) link.

If you tap this link, it will be taken to a page you can use to reset your password, if needed.

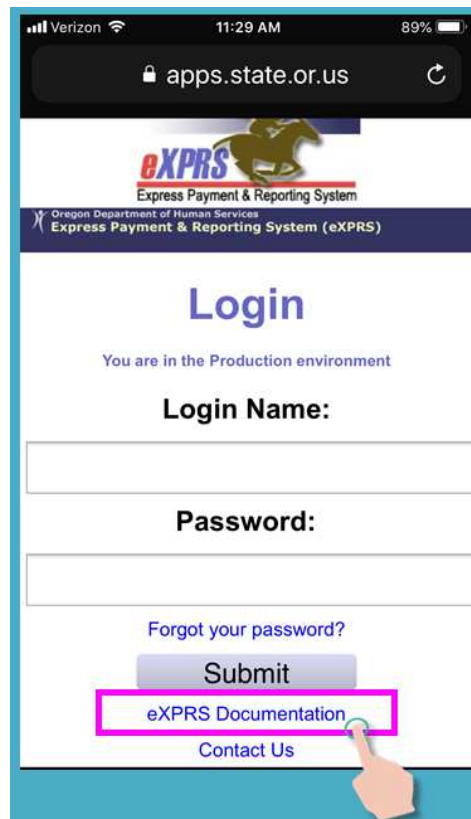
→ **REMEMBER:** Since you are using the same Login Name & Password as you use on the regular eXPRS website, *any changes made here will reset your password for using eXPRS on a computer as well!*



Depending on the screen size of your device, you may need to swipe up on the page to view more of the screen details that may be hidden at the bottom.

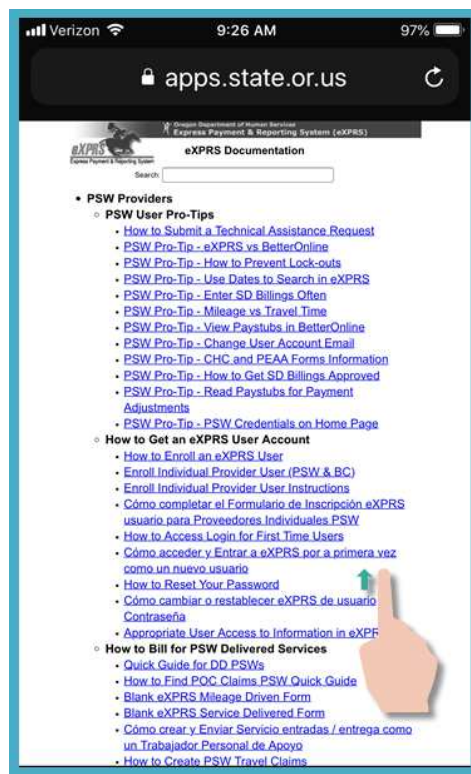


5. The second link on the login page is the [eXPRS Documentation](#) link.

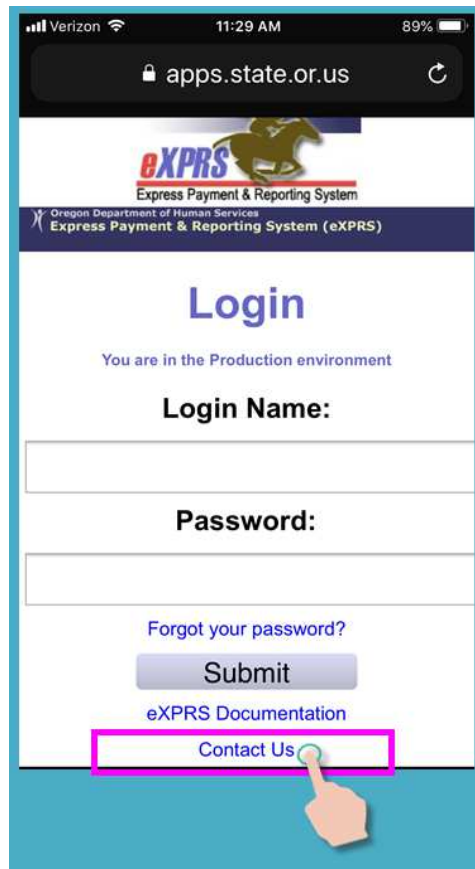


This link will take you to the **eXPRS Help Menu** index, where you can access the eXPRS user guides, when needed.

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



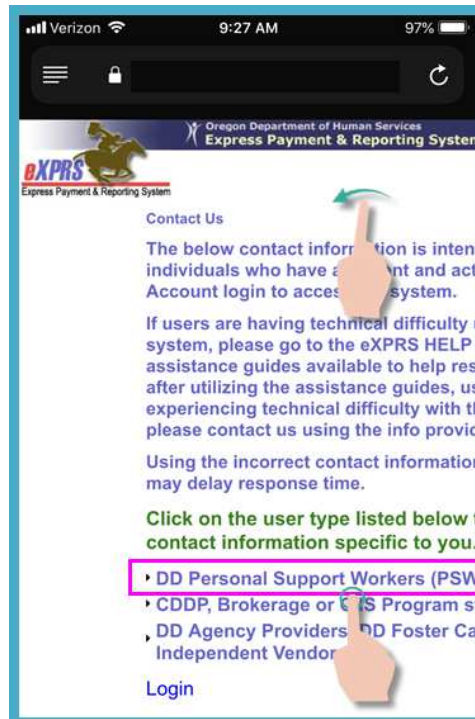
6. The third link on the login page is the [Contact Us](#) link.



Tapping on this link will take you to the same [Contact Us](#) page as on the **eXPRS Desktop** website.

Again, depending on the screen size of your device, you may need to *swipe to the left* to view more information that may be hidden on the right.

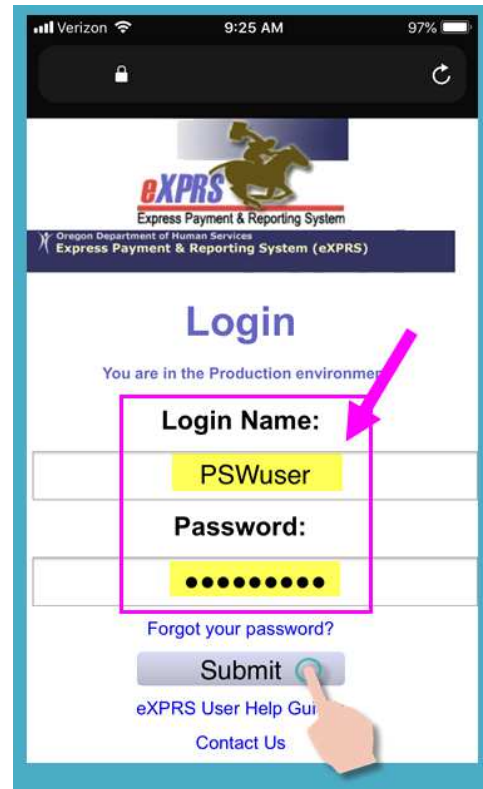
**Tap on the link** shown to expand & view contact information for PSWs if they have questions about working as a PSW.



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

To login, enter your regular **eXPRS Login Name & Password** in the appropriate fields.

Tap **SUBMIT** to login.

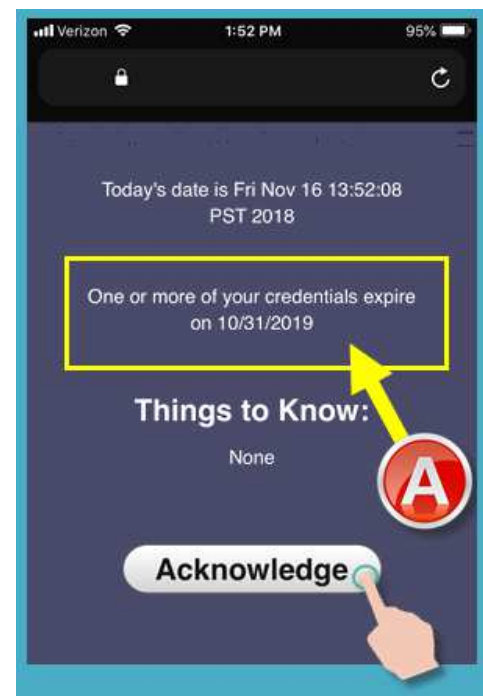


8. The first time to use **eXPRS Mobile-EVV** (and periodically afterward) you will be shown an information page with important messages.

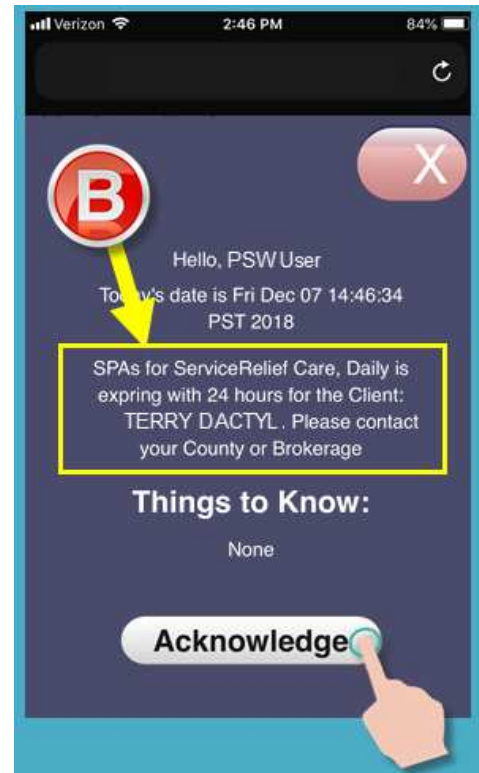
Information in this page includes notification of:

- expiration date of your PSW credentials (**example A**),
- expiration of one or more of your SPA authorizations (**example B, next page**)
- other important messages you need to know.

If these messages appear, you will have to tap the **Acknowledge** button to continue.







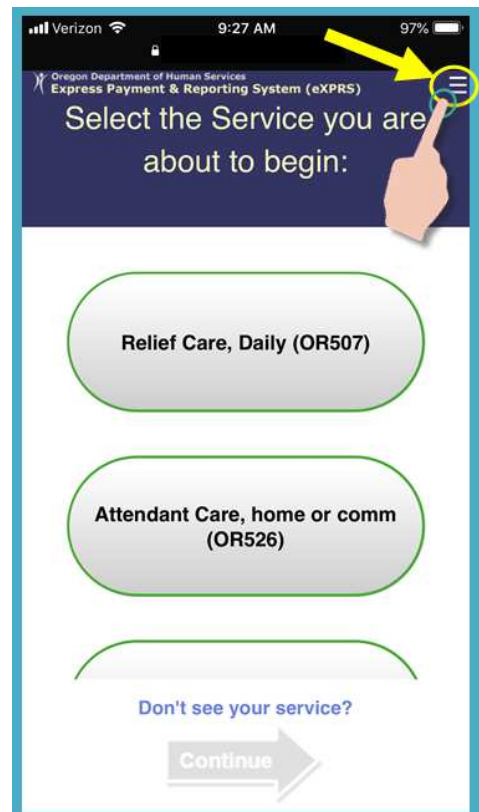
9. Now that you are logged in, you will see the “**Select the Service ...**” screen.

This screen shows a list active services you are authorized to work for the day you logged in. (How to select a service to begin working is covered in the [How to Start a Shift EVV user guide](#)).

In this guide, we will show you how to find other help information in **eXPRS Mobile-EVV**.

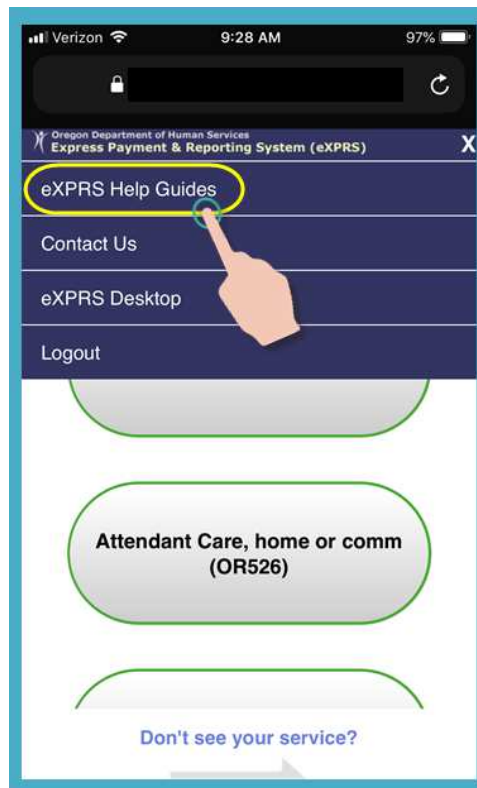
On almost all the screens in **eXPRS Mobile-EVV**, there is a small **Menu Icon** at the top right corner of the screen (shown here, circled in yellow).

Tap on this **Menu Icon** to open the menu.

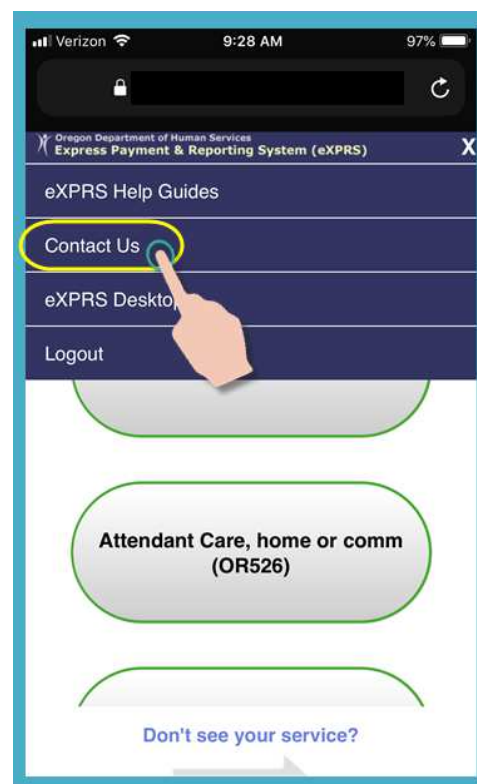


10. When showing, the Menu will give you several options. Simply tap on the item you wish to view.

- 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.

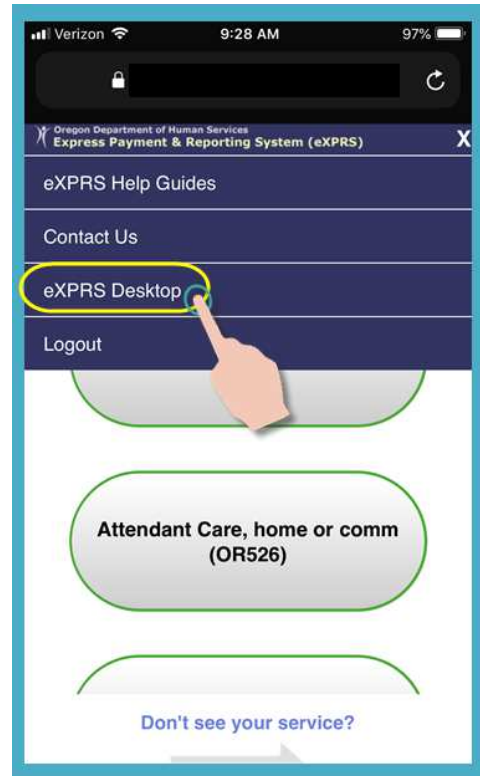


- The second menu option will take you to the eXPRS **Contact Us** information, same as from the link on the login screen.

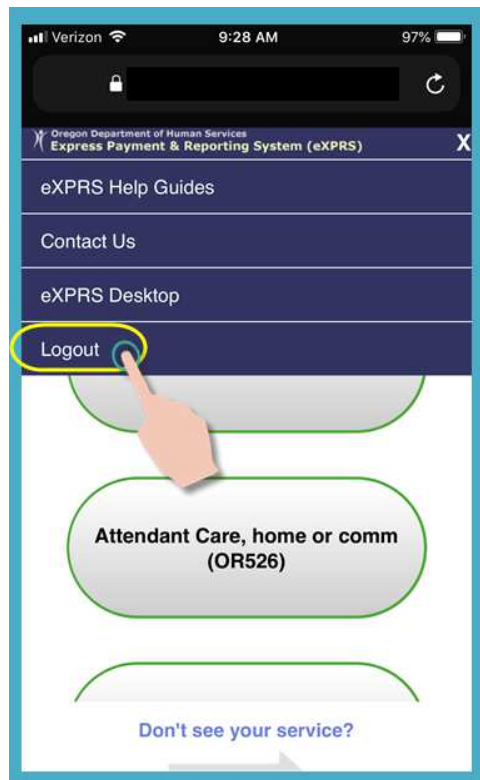




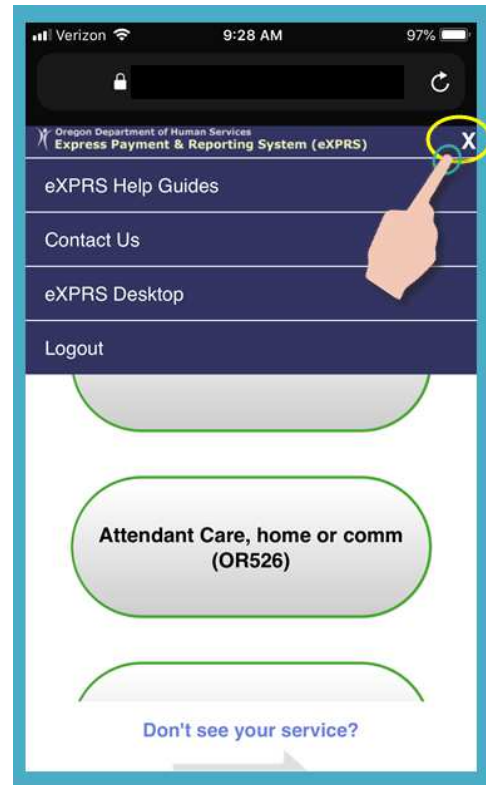
- The third option will allow the user to exit the **eXPRS Mobile-EVV** version & go to the regular **eXPRS Desktop** website, like used on a computer.



- The fourth link will log you out of **eXPRS Mobile-EVV**.



- Tapping on the **X** at the top right corner of the menu will close the Menu.



11. Back on the “**Select the Service ...**” screen, you can walk through the steps to start your shift to begin working. Use the [How to Start a Shift](#) & [How to End a Shift](#) EVV user guides for step-by-step instructions on how to start & end shifts using **eXPRS Mobile-EVV**.