

## How to Use EVV Fob

### Using Fob to Clock-in

1. Have timesheet ready
2. To clock in, select the power button



3. Write the 6-digit code in the “**FOB CODE**” column next to “Time In” column.



**\*\*You will only have about 25 seconds to write the code\*\***

### Using Fob to Clock-out

1. Have timesheet ready
2. To clock out, select the power button



3. Write the 6-digit code in the “**FOB CODE**” column next to “Time Out” column.



**\*\*You will only have about 25 seconds to write the code\*\***