Vesta® EVV – Employee Portal – Alternative Device

Follow these steps to ensure you can successfully clock in and clock out with an alternative device using the Employee Portal.

Step 1. Access the Employee Portal and Log In.

- The Employee Portal is accessed at
  https://employeeportal.vestaevv.com

- Enter your Username and Password. This information is provided by your service provider. You will reset your password after the first login.

Step 2. Access the Alternative Device Codes Section

- From the Employee Portal sidebar, select Alternative Device Codes.

Step 3. Enter Member ID

- From the Alternative Device Codes section, select your previously scheduled Member EVV ID from the drop-down menu or enter the Member EVV ID.

Step 4. Enter Token Value 1

- Enter the six (6) digit alternative device (token) value for the clock in.
  Note: Service attendants may enter values real time or after the shift has ended.

Step 5. Enter Token Value 2

- If applicable, enter the six (6) digit alternative device (token) value for the clock out.

Step 6. Review Values and Select Enter

- After one or both values have been entered, select **Enter**.
  - o If all values entered were valid, the user will receive a confirmation that the values were successfully submitted, and the date and times of the clock in/out display.
  - o If invalid values were entered, review the message, and follow steps to make the necessary corrections.

Website: **employeeportal.vestaevv.com** **Employee Username** _____

Follow these steps to ensure a successful clock in and clock in:

- ✓ The member EVV ID must be entered correctly.
- ✓ A valid alternative device value is entered for the clock-in.
- ✓ A valid alternative device value is entered for the clock-out.
- ✓ The total worked hours must match the hours for the shift.