# How to Clock in & out
# Using the HHAeXchange  FOB device

The **FOB** is a small device that gives you an 8-digit code. You'll use it to clock in and out.

Using the **FOB for an EVV** visit requires a **Device ID** and two codes, one for **Clock In**; another for **Clock Out**.

Caregivers may start or end a visit from any phone by calling 833-380-5799.

These steps show how you use the FOB device to clock in and out.

| Step | Action |
|------|--------|
| 1 | At the start and end of your visit, press the FOB button and write down the **8-digit code**. |
| 2 | Call **833-380-5799** from any phone. |
| 3 | Press **3** for "FOB Device." |
| 4 | Press **3** again for "Clock In and Out." |
| 5 | The system will ask you to enter: <br> • Time & Attendance Pin <br> • 6-digit Device ID (on the FOB) <br> • 8-digit Clock in code <br> • 8-digit Clout out code <br> • Any tasks you did (one at a time) |
| 6 | After entering tasks, dial "000" to end the call. |