



FOB Clock-in System Instructions

Clock in

1. Power the FOB and copy the passcode
2. Dial HHA x telephone number 844-871-0172
3. Press 3 for FOB confirmation
4. Press 1 for FOB call-in
5. Enter in your Assignment ID
6. Press 1 if correct or Press 0 to re-enter
7. Enter in your 6-digit Device ID
8. Enter in your 8-digit passcode
9. Press 1 if correct or Press 0 to re-enter
10. When prompt says ("Your call-in has been successfully registered. Goodbye) call ends, you have clocked in correctly.

Clock-out

1. Power the FOB and copy the passcode (Code is different from code used in the morning)
2. Dial HHA x telephone number 844-871-0172
3. Press 3 for FOB confirmation
4. Press 2 for FOB call-out
5. Enter in your Assignment ID
6. Press 1 if correct or Press 0 to re-enter
7. Enter in your 6-digit Device ID
8. Enter in your 8-digit passcode
9. Press 1 if correct or Press 0 to re-enter
10. Please enter all personal and non-personal tasks completed as per patient's plan of care. If you need assistance with this; please call your coordinator.
11. Press 00 when finished
12. When prompt says ("Your call-out has been successfully registered. Goodbye) call ends, you have clocked-out correctly.

If you're having difficulties with the FOB Device and clocking in/out please contact the agency immediately (718) 828-2666. If needed, schedule an appointment to meet with our staff directly to explain and train with you.