HOW TO REGISTER WITH THE
Mobile Application FOR ELECTRONIC VISIT VERIFICATION

Electronic Visit Verification (EVV) is a way to record the date, time, and place that Attendants provide services. Anyone can download the EVV mobile application. CellTrak requires an Attendant to be registered to only one device. If an Attendant provides service to multiple Participants at different addresses it is recommended that the Attendant use their own device.

HOW TO REGISTER

1. Download CellTrak on your mobile device from the Apple App Store or Google Play Store.
   - Type **CellTrak** in the search bar.
   - When searching, you will see two applications, **download the app titled CellTrak.** (Fig. 01)
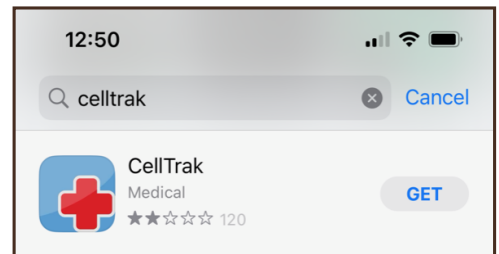

Fig. 01

2. Once downloaded, open the application to begin registration.

3. Enter the following items for the initial steps.
   - License ID: **200458**
   - Authentication Code: **740083**
   - **Your mobile device's phone number**
   - Tap **Acquire License.**

4. From the Registration screen:
   - Enter **CDVA-E-** followed by the Attendant's 7-digit Consumer Direct Care Network ID. (Fig. 02)
   - **Enter your last name**
   - Tap **Next**

5. Create and verify a password. Tap **Next**.

6. Set up your desired challenge questions. Tap **Register** to complete the registration process.

7. To add multiple Attendants to one device:
   - Tap the 3 dots in the upper right corner of the screen.
   - Tap **Add Account.**
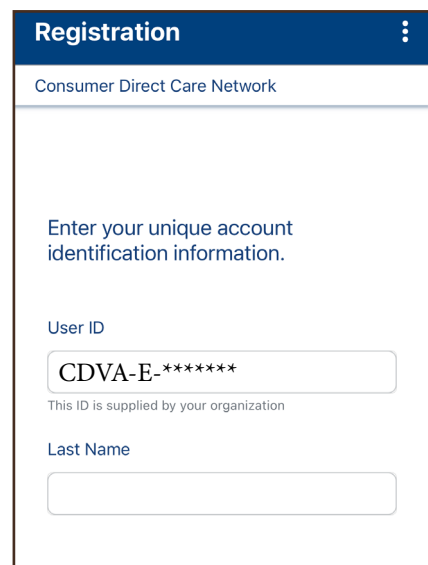   - Begin at step 3 above to register second Attendant.

Fig. 02

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