

Quick Start Guide

For Creating an EVV Account

All EVV Accounts are created using the EVV Portal.

BEFORE STARTING THIS PROCESS, PLEASE NOTE:

Consumers can complete this process on a computer, smart device, or tablet.

PCAs should complete these steps from the smart device they will use for EVV because they will be downloading the EVV Mobile App.

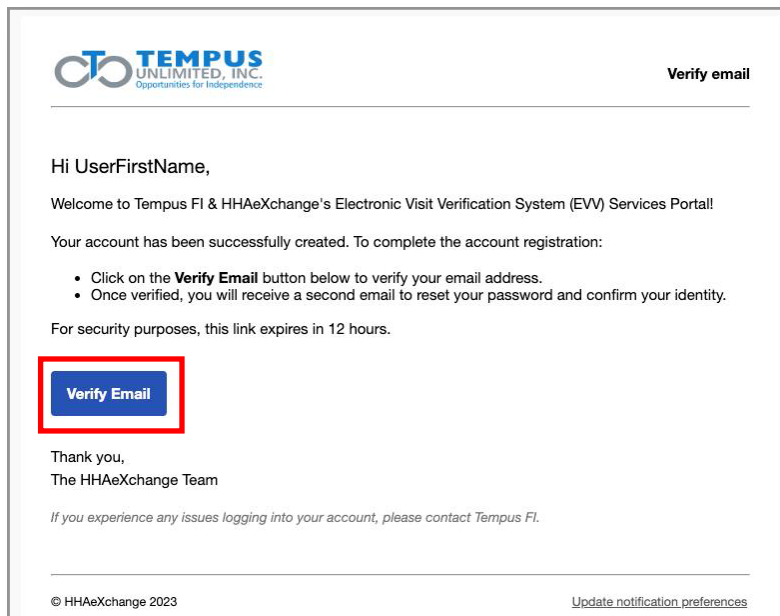
1 Step 1 - Open the Welcome Email

You will receive a welcome email. The email looks like the one below.

From: HHAeXchange Support <noreply@hhaexchange.com>

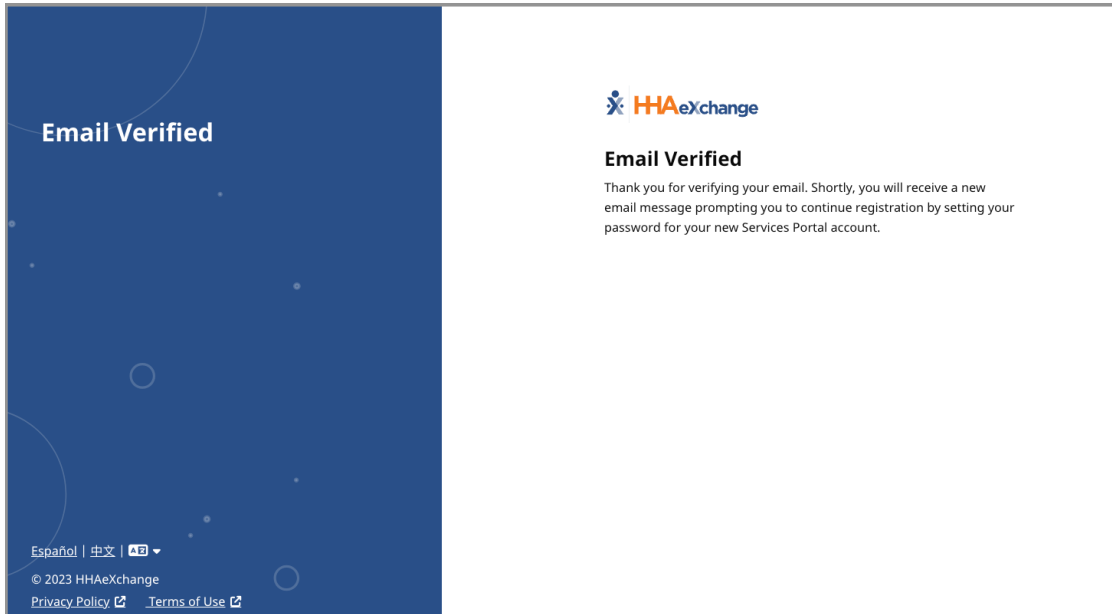
Titled: "Welcome to HHAeXchange! - Verify your email"

Open the email and click **Verify Email**.



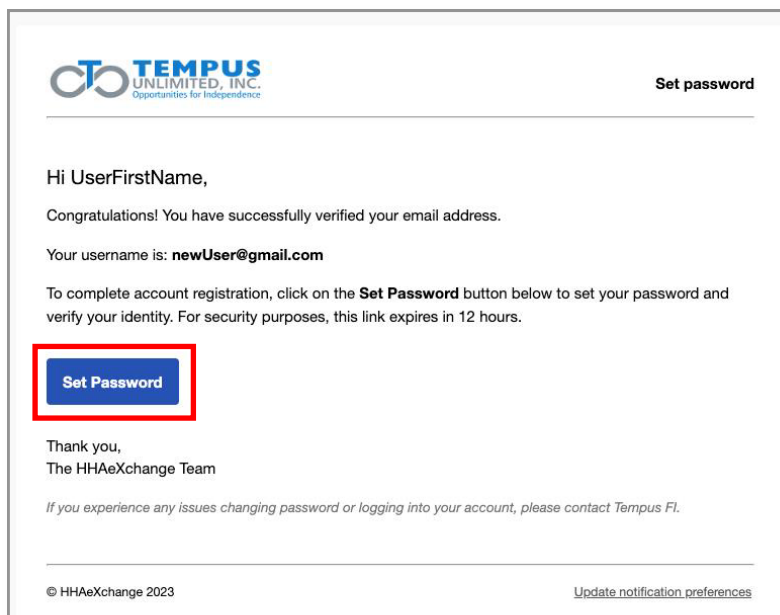
2 Step 2 - Verify Email

The Email Verified window will appear. Shortly after, you will receive another email titled **Set password**.



3 Step 3 - Set Password Email

Open the email from HHAeXchange with the title **Set password**. Click or Tap on the blue **Set Password** Button. If your email link has expired, see the "How to Create an EVV Account When Your Link Expires" Quick Start Guide.



4

Step 4 - Set Password

This will open the **Set Password** form. Your email address will be prefilled. In **New Password**, type your desired new password. Then, in the **Confirm Password** box, type your password again.

The screenshot shows the HHAeXchange 'Set Password' form. It includes fields for Email (prefilled with 'annesmith99@yahoo.com'), New Password, Confirm Password, Last 4 digits of SSN (prefilled with '7777'), and Date of Birth. A blue callout box highlights the password requirements:

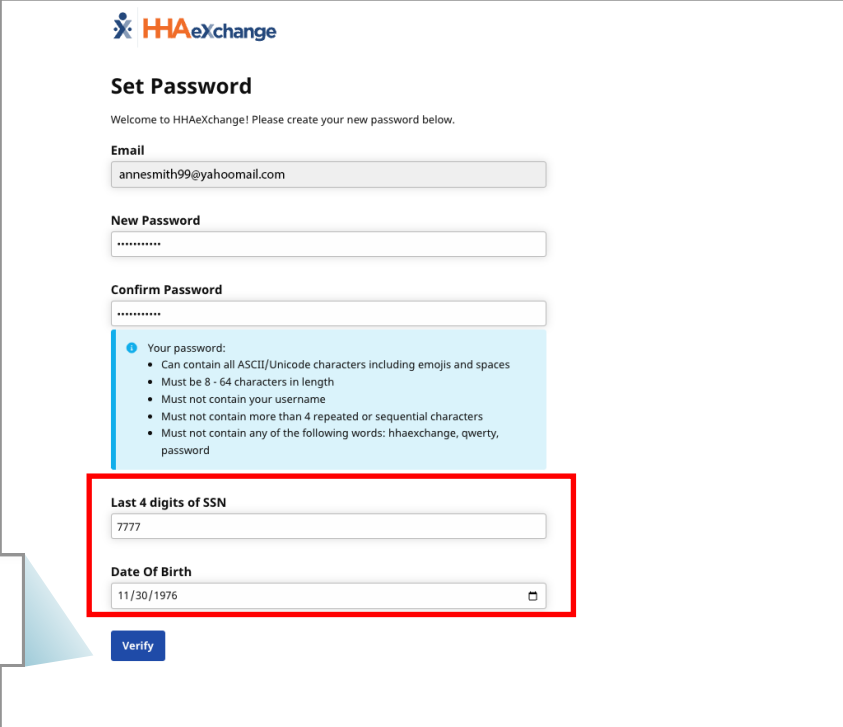
- Your password:
 - Can contain all ASCII/Unicode characters including emojis and spaces
 - Must be 8 - 64 characters in length
 - Must not contain your username
 - Must not contain more than 4 repeated or sequential characters
 - Must not contain any of the following words: hhaexchange, qwerty, password

Note: the password must meet the requirements in the blue box. ASCII/Unicode means, any special character is OK

5 Step 5 - Verify Information

Type the last four digits of your Social Security Number (SSN) and your Date of Birth to verify your identity. Then click the **Verify** button.

Note: After you have changed your password, you will receive a Password Changed confirmation email from HHAeXchange. You don't need to do anything with this email.



The screenshot shows the HHAeXchange 'Set Password' page. The form includes fields for Email, New Password, and Confirm Password. Below these is a password requirements section. At the bottom, there are two fields: 'Last 4 digits of SSN' (containing '7777') and 'Date Of Birth' (containing '11/30/1976'). A red box highlights these two fields and the 'Verify' button below them. A separate callout box on the left also highlights a 'Verify' button.

HHAeXchange

Set Password

Welcome to HHAeXchange! Please create your new password below.

Email
annesmith99@yahoo.com

New Password
.....

Confirm Password
.....

Your password:

- Can contain all ASCII/Unicode characters including emojis and spaces
- Must be 8 - 64 characters in length
- Must not contain your username
- Must not contain more than 4 repeated or sequential characters
- Must not contain any of the following words: hhaexchange, qwerty, password

Last 4 digits of SSN
7777

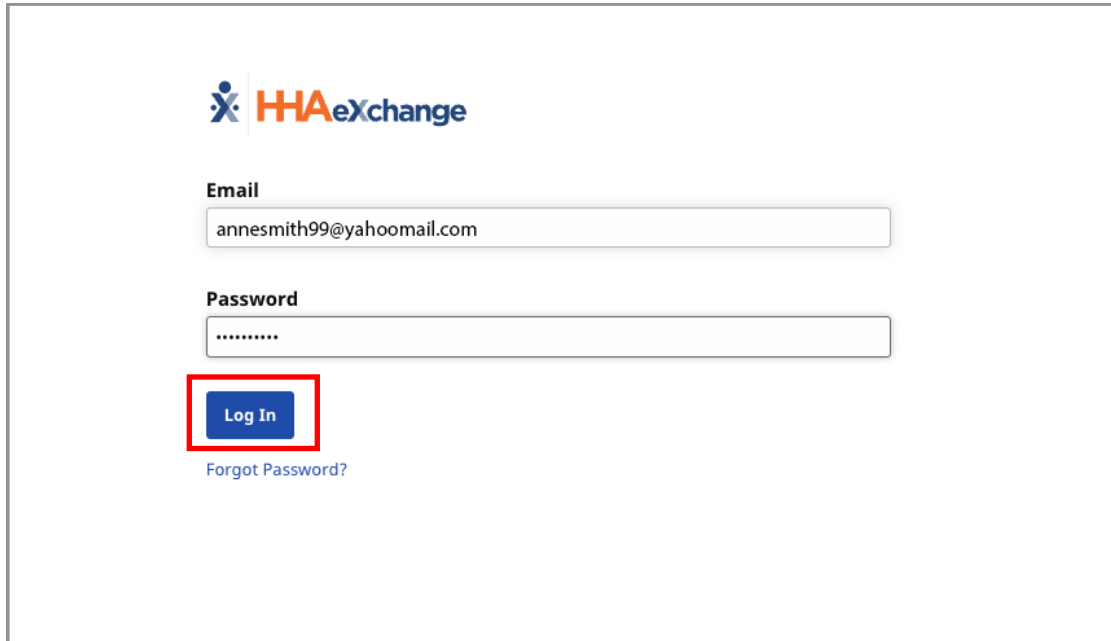
Date Of Birth
11/30/1976

Verify

6

Step 6 - Log In

You will see the HHAeXchange Login screen, where you can log in to the EVV Portal for the first time. Enter your email address and password and click **Log In**.



The screenshot shows the HHAeXchange login interface. At the top left is the HHAeXchange logo. Below it, there are two input fields. The first is labeled 'Email' and contains the text 'annesmith99@yahoo.com'. The second is labeled 'Password' and contains a series of dots representing a masked password. Below these fields is a blue button with the text 'Log In' in white, which is highlighted with a red rectangular border. Underneath the button is a blue link that says 'Forgot Password?'.

**You have created your EVV account.
The link to verify your email expires in 12 hours. If the link expired,
you can reference the "Create Account with
Expired Link" Quick Start Guide for more details.**