

Quick Start Guide

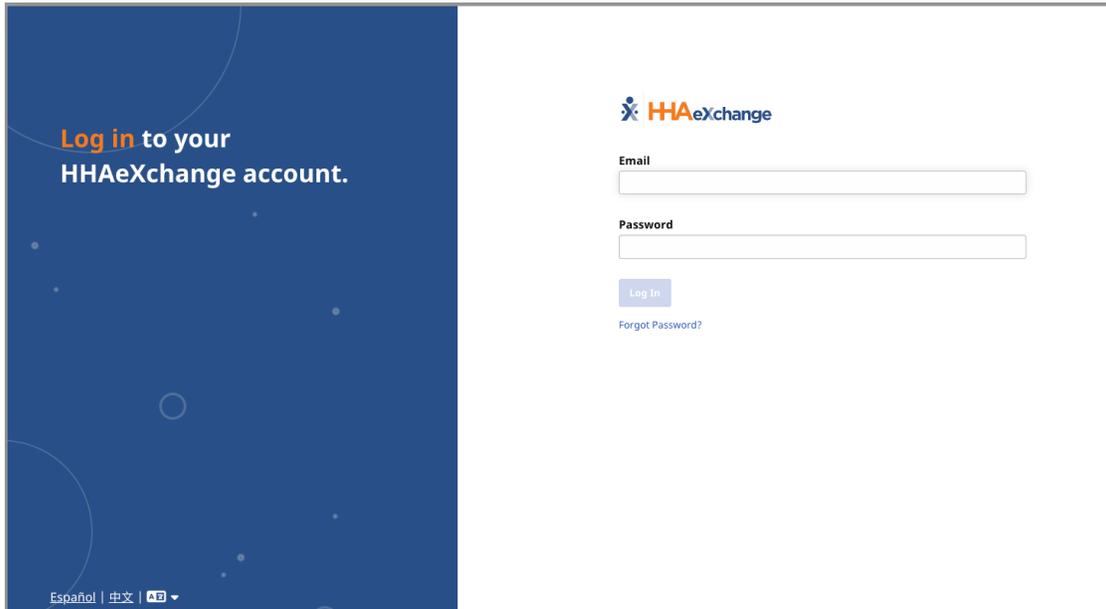
For Logging into the EVV Portal

To log into the EVV Portal, please follow these steps:

1 Step 1 - Navigate to the EVV Portal

Type <https://ucp.hhaexchange.com/login> into the browser on your smartphone, tablet, or computer.

Tip: We strongly recommend that you favorite or bookmark the EVV Portal website on your browser. Visit <https://tempusunlimited.org/evv-support/> and click on EVV guides for a helpful guide on saving a favorite or a bookmark.



2 Step 2 - Enter Your Information

Type your email address and password, then click the **Log In** button.

Log in to your HHAeXchange account.

HHAeXchange

Email
annesmith99@yahoo.com

Password
.....

Log In

Forgot Password?

HHAeXchange

Email
annesmith99@yahoo.com

Password
.....

Log In

Forgot Password?

3 Step 3 - Consumer/Surrogate Page

If you are a Consumer or Surrogate, your screen will look like this:

Services Portal Timesheets

Hello, Anne Smith (Consumer)

Anne Smith (Consumer)

Timesheets

Pay Period
06/04/2023 - 06/17/2023

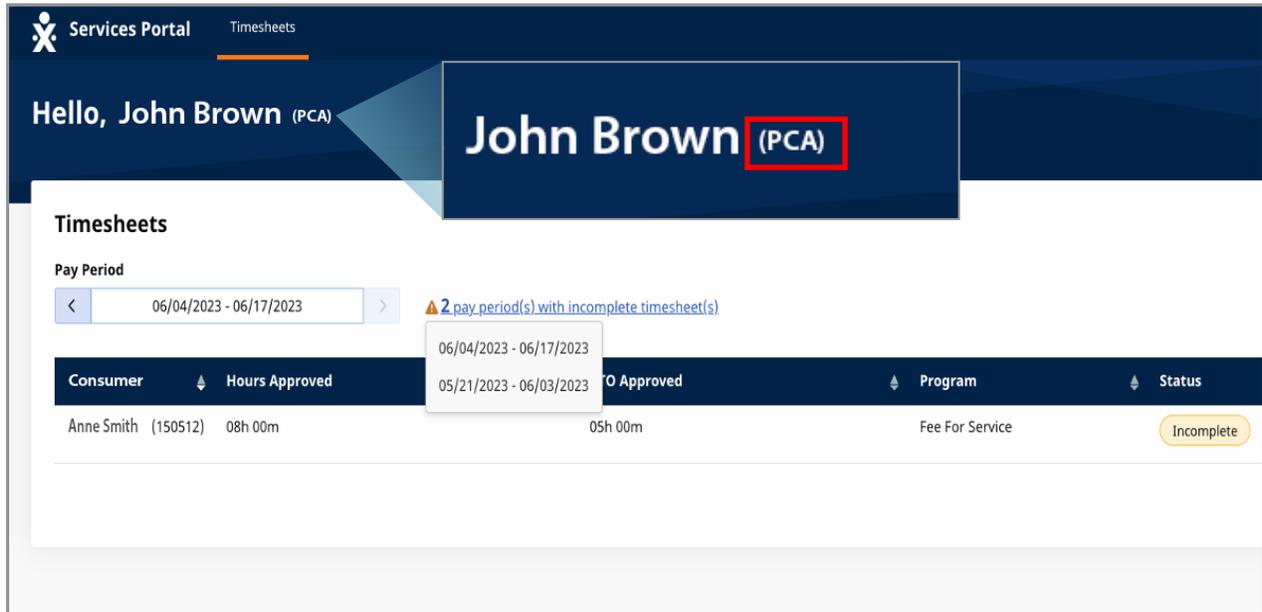
2 pay period(s) with incomplete timesheet(s)

PCA	Hours Approved	Hours Approved	Program	Status
John Brown (150512)	08h 00m	05h 00m	Fee For Service	Incomplete

4

Step 4 - PCA Page

If you are a PCA, your screen will look like this:



You can now log into the EVV Portal.