

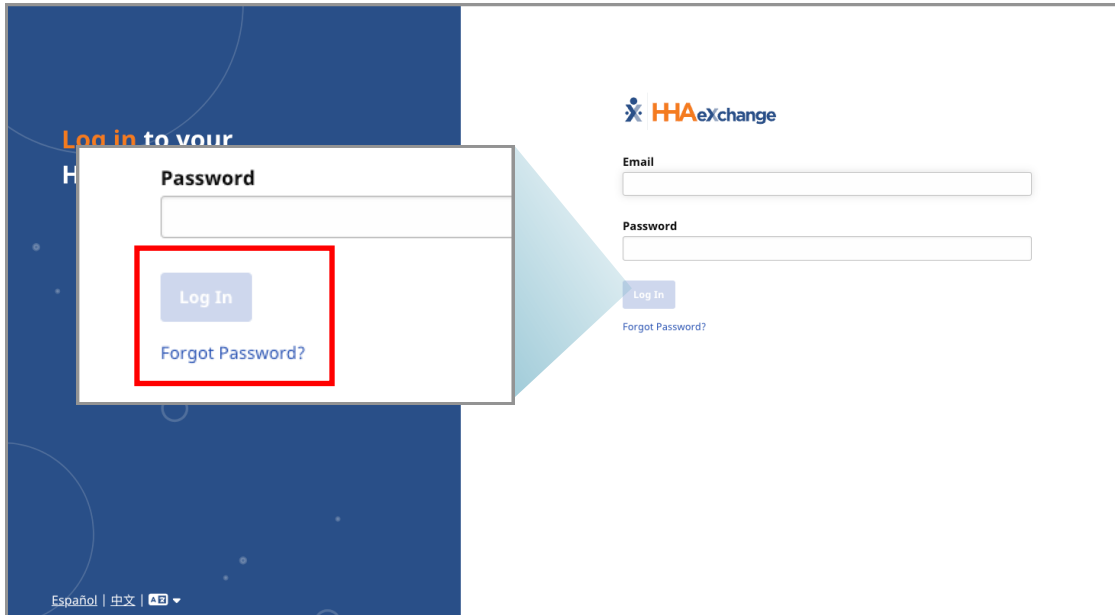
# Quick Start Guide

## For Changing Your Password in the EVV Portal

To change your password in the EVV Portal, please follow these steps:

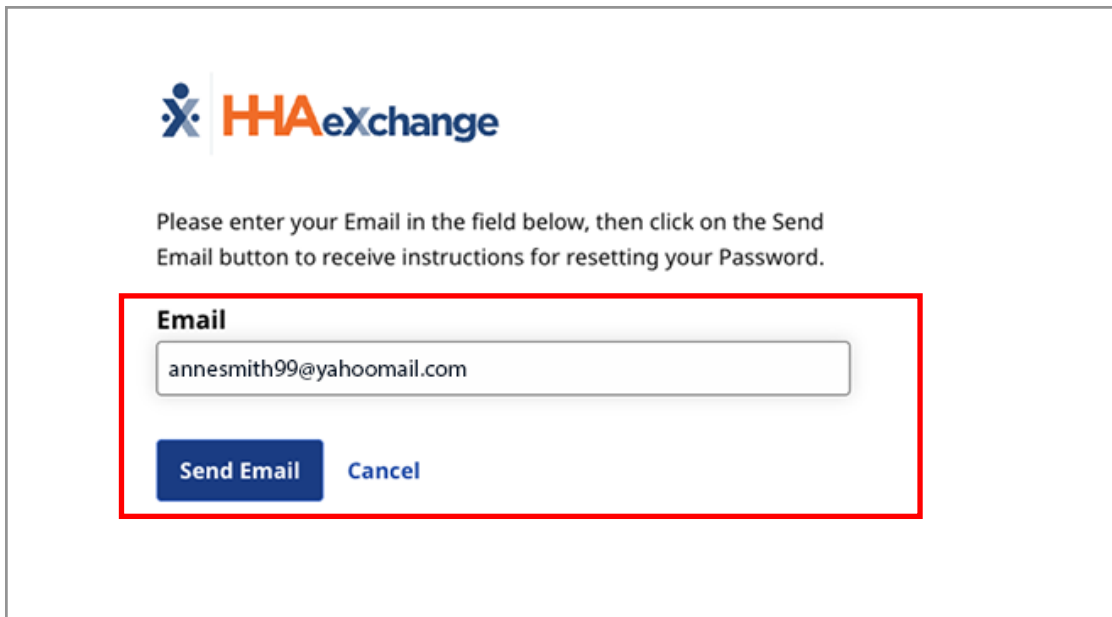
### 1 Step 1 - Click Forgot Password

Go to the EVV Portal Login screen at <https://ucp.hhaexchange.com/login>. Click on **Forgot Password** under the login button.



## 2 Step 2 - Send Reset Password Email

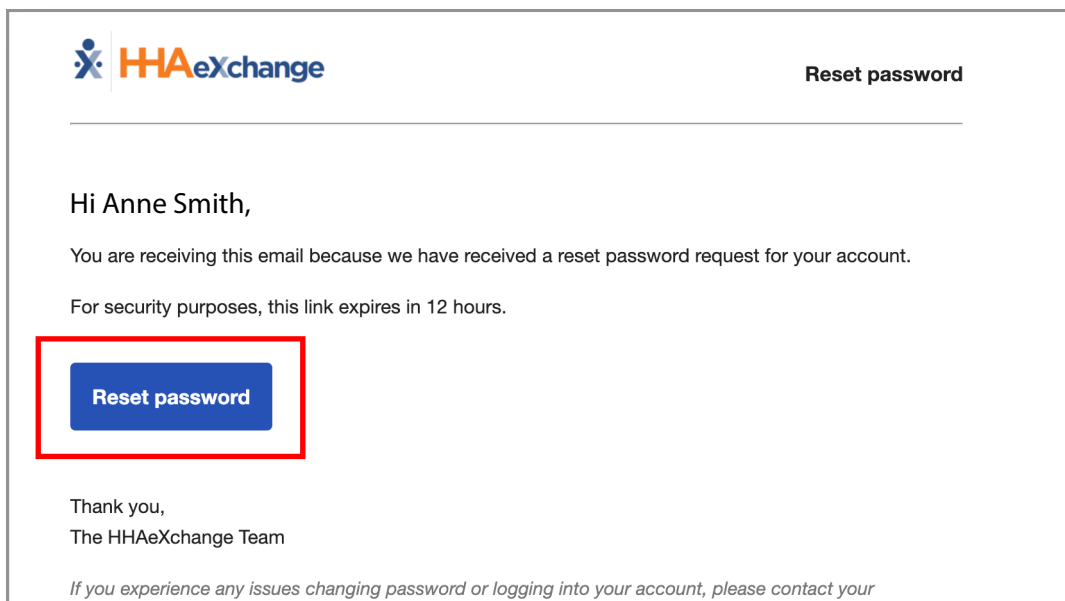
Type your **email address** into Email. Click the **Send Email** button.



The screenshot shows the HHAeXchange logo at the top left. Below it, the text reads: "Please enter your Email in the field below, then click on the Send Email button to receive instructions for resetting your Password." A red rectangular box highlights the "Email" input field containing "annesmith99@yahoo.com" and the "Send Email" and "Cancel" buttons below it.

## 3 Step 3 - Click Reset Password

A Reset password email will be sent to your email address. Open this email and click the **Reset Password** button.



The screenshot shows the HHAeXchange logo at the top left and the text "Reset password" at the top right. Below a horizontal line, the email content reads: "Hi Anne Smith, You are receiving this email because we have received a reset password request for your account. For security purposes, this link expires in 12 hours." A red rectangular box highlights a blue button labeled "Reset password". At the bottom, it says "Thank you, The HHAeXchange Team" and a footer note: "If you experience any issues changing password or logging into your account, please contact your".

## 4 Step 4 - Set New Password

The Set Password window will appear. Type your new password in the **New Password** and **Confirm Password** boxes. Click **Save Password**.

Your password has been changed!

**Note:** PCAs will use this same new password in the App.

**Set Password of your HHAeXchange account.**

**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

**Save Password**

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**You can now change your password in the EVV Portal.**