

# Quick Start Guide

## How to Create an EVV Portal Account if Your Link Expires

The link to verify your email expires in 12 hours! If the link expires, you'll need to click the Verify Email and a window will display asking you if you want a new email to be sent. As a reminder, PCAs, please use your mobile device for this step.

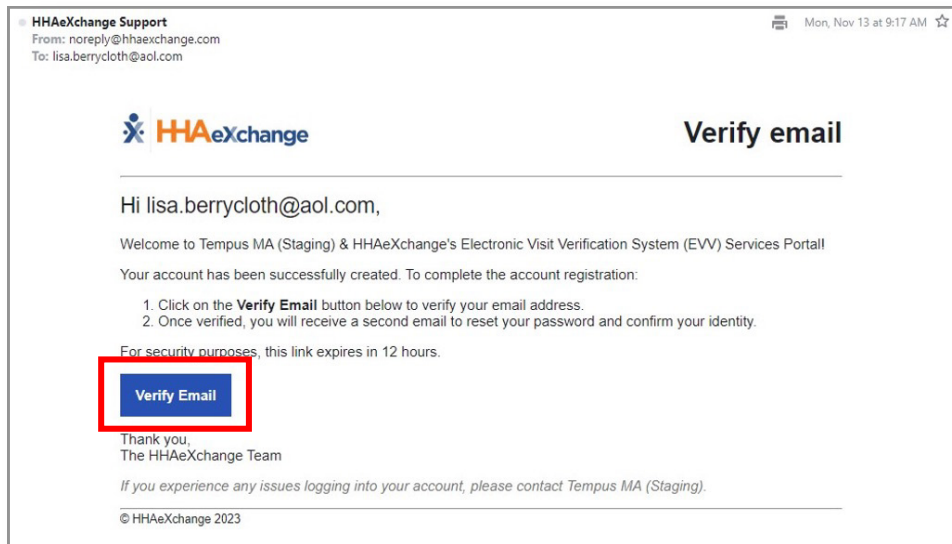
### 1 Step 1 - If You Still Have the Email

If the link expires before you click Verify email, but you still have the email, click the **Verify Email** button to request a new email be sent to you. Once you click the Verify Email button, you will be redirected to a Website.

This website will indicate that your email address has been verified.

Now you can return to your email inbox. You should have received another email to confirm your address. It may take a couple of minutes to get to your email.

After everything is verified you will received an email titled "set password".

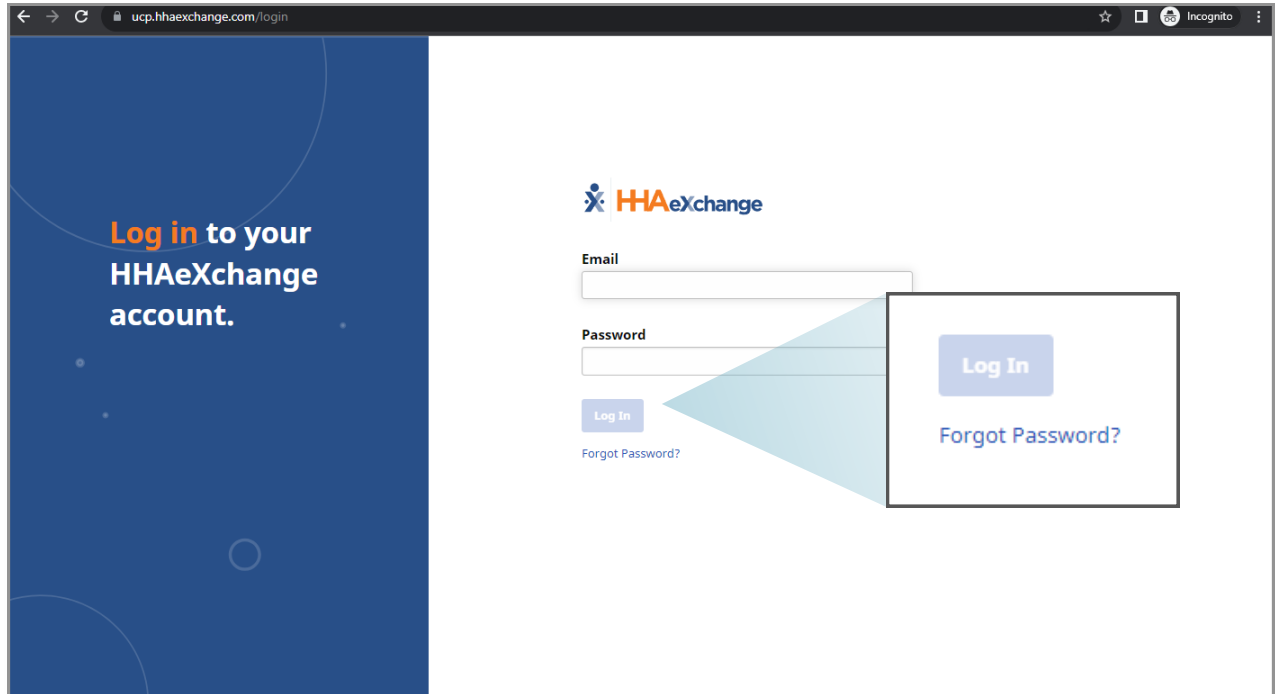


## 2

## Step 2 - If You Don't Have the Email

If you don't have the Verify email, navigate to the EVV Portal here: <https://ucp.hhaexchange.com/login> and select Forgot Password.

The password reset link will be sent to your email address. Follow the instructions in the "Changing Your Password in the EVV Portal" Quick Start Guide to create your EVV Portal account.



**You can now create an EVV account if your link expires.**