

Quick Start Guide

For Logging into the EVV Portal

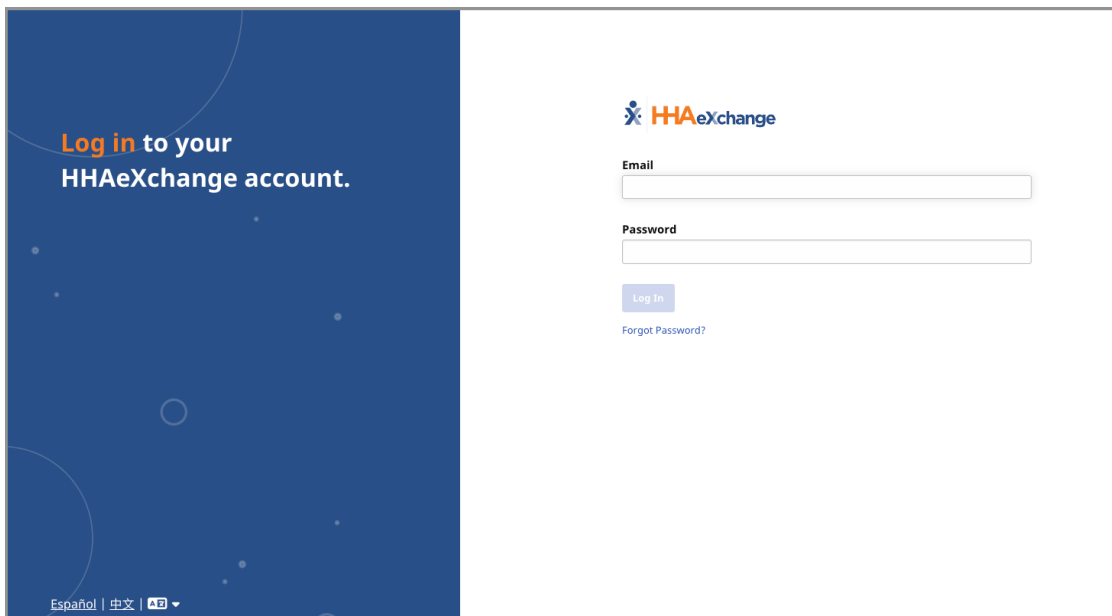
To log into the EVV Portal, please follow these steps:

1 Step 1 - Navigate to the EVV Portal

Type <https://ucp.hhaexchange.com/login> into the browser on your smart device (mobile phone), tablet, or computer.

Note: To access the EVV Portal from the Tempus website, click on “I need to” in the blue bar at the top. Then click on “Go to EVV Portal.” This brings you to the login page.

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.



Note: All PCA/Consumer accounts in this training are fictional/mock accounts.

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 landing page will look like this:

Services Portal Timesheets

Hello, Anne Smith (Consumer)

Anne Smith (Consumer)

Timesheets

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

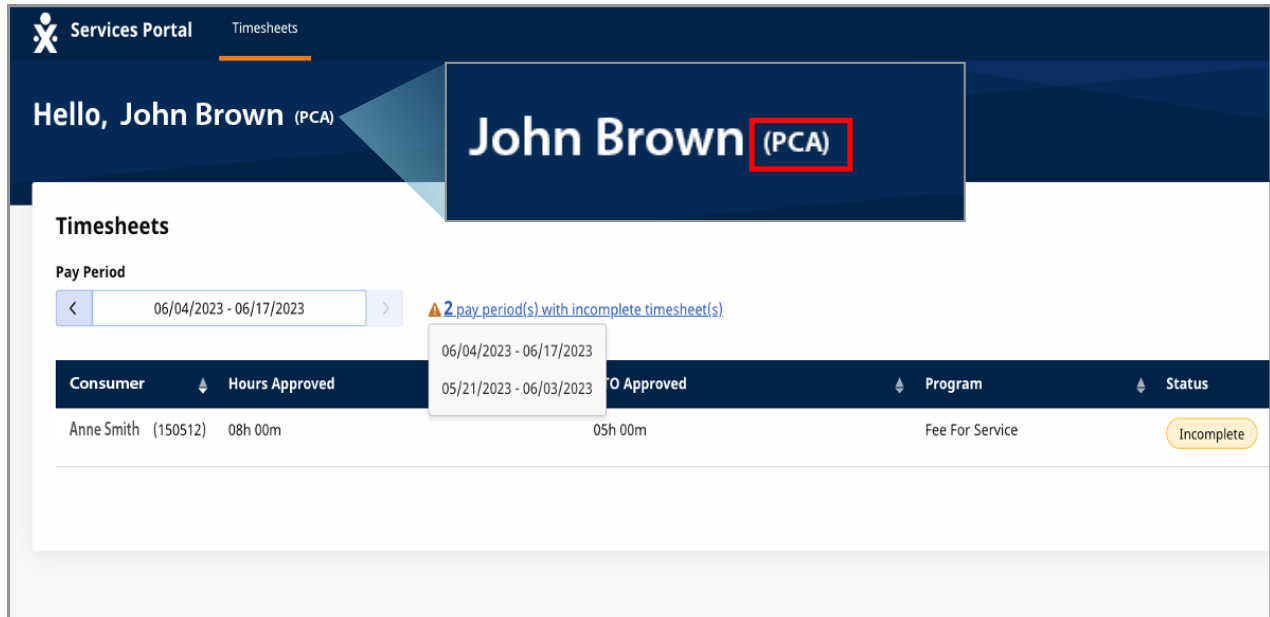
2 pay period(s) with incomplete timesheet(s)

PCA	Hours Approved	0 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 landing page will look like this:



You can now log into the EVV Portal.