

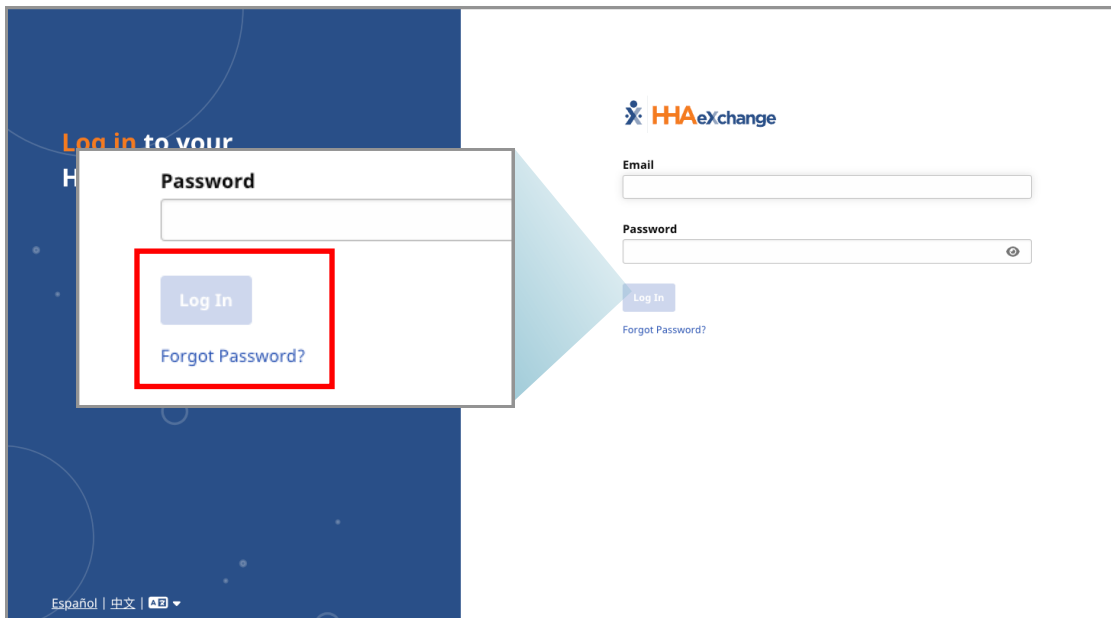
Quick Start Guide

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

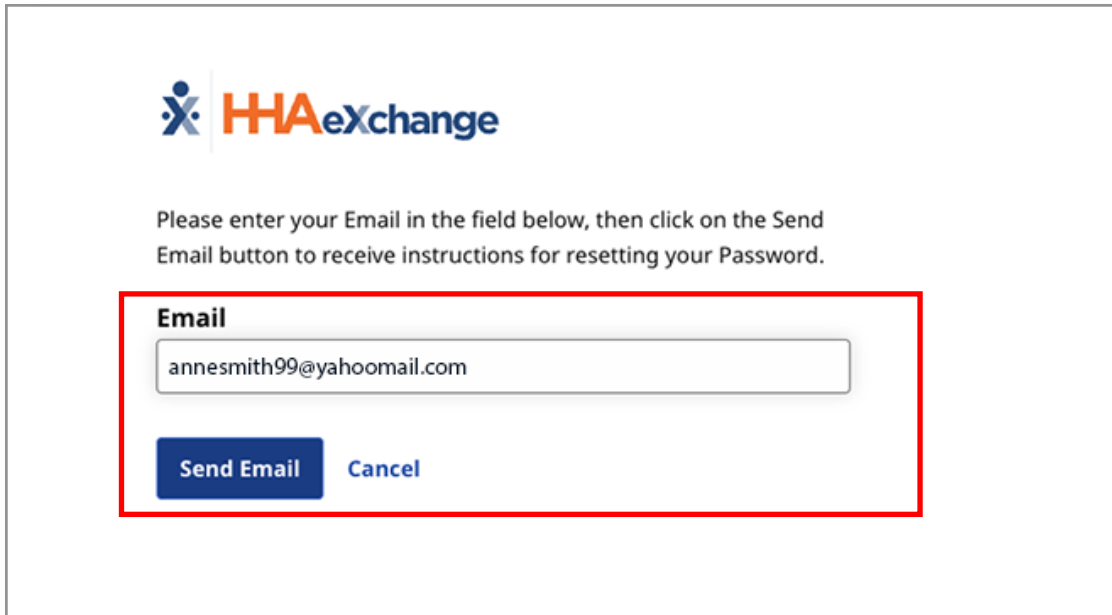
Go to the EVV Portal Login screen at <https://ucp.hhaexchange.com/login>.
Click on **Forgot Password** under the login button.



2

Step 2 - Send Reset Password Email

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

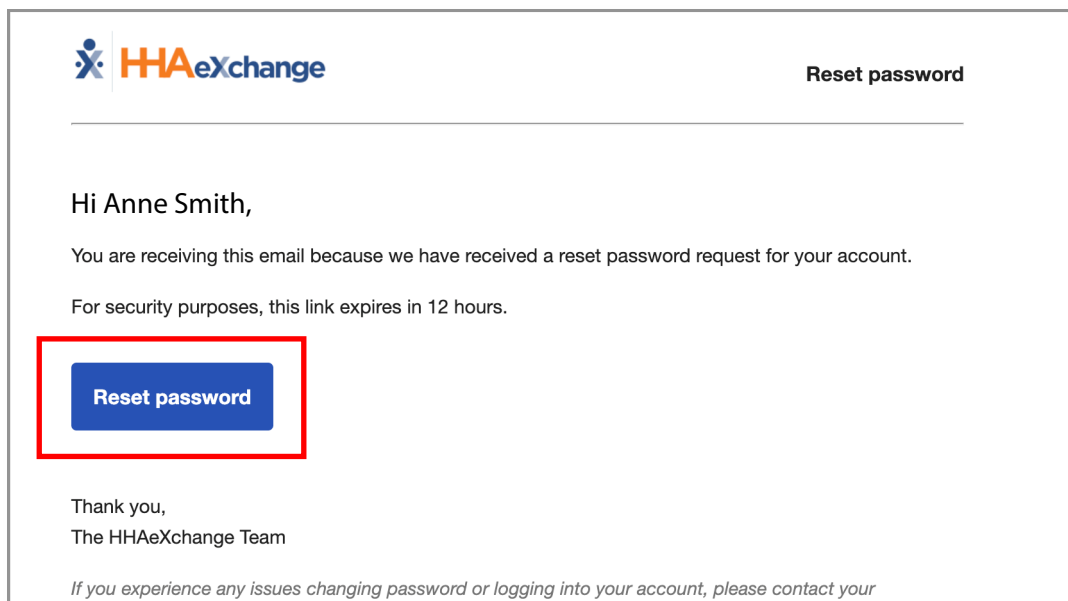


The screenshot shows the HHAeXchange logo at the top left. Below it, the text reads: "Please enter your Email in the field below, then click on the Send Email button to receive instructions for resetting your Password." A red rectangular box highlights the "Email" input field containing the text "annesmith99@yahoo.com"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

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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 an email from HHAeXchange with the subject "Reset password". The email content includes: "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". The email concludes with "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

You can now change your password in the EVV Portal.