Quick Start Guide

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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.

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 receive an email titled "set password".

* HHAeXchange	Verify email
Hi lisa.berrycloth@aol.com,	
Welcome to Tempus MA (Staging) & HHAeXchange's El	lectronic Visit Verification System (EVV) Services Portal!
Your account has been successfully created. To complet	te the account registration:
 Click on the Verify Email button below to verify yo Once verified, you will receive a second email to re 	our email address. eset your password and confirm your identity.
For security purposes, this link expires in 12 hours.	
Thank you, The HHAeXchange Team	
If you experience any issues logging into your account, p	please contact Tempus MA (Staging).
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Step 2 - If You Don't Have the Email

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

Log in to your HHAeXchange account.

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