

Quick Start Guide


For Logging into the EVV Portal

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

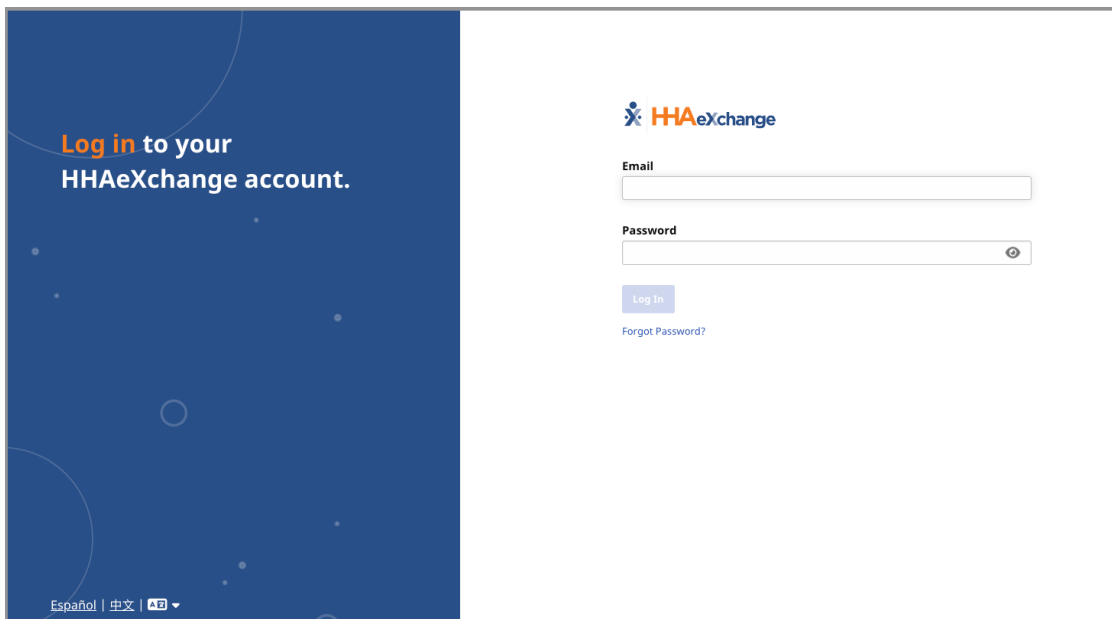
1 Step 1 - Navigate to the EVV Portal

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

Note: You may also access the EVV Portal log in screen from our website:

1. Visit tempusunlimited.org.
2. Click on EVV at the top of the screen OR the first yellow link at the top section of the home screen.
3. Click on the blue EVV Portal button. 

Tip: You can favorite or bookmark the EVV Portal. 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.

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Step 2 - Enter Your Information

Type your email address and password, then click the **Log In** button.

Note: Click the **eye icon** in the password field to see exactly what you are typing in.

This conveniently helps to avoid password entry errors.

The image shows a screenshot of the HHAeXchange login page. On the left, a blue banner reads "Log in to your HHAeXchange account." The main content area features the HHAeXchange logo, an "Email" field containing "annesmith99@yahoo.com", a "Password" field with masked characters and an eye icon, a "Log In" button, and a "Forgot Password?" link. A red-bordered callout box on the left side of the page provides a magnified view of the login form, showing the "Email" field with "annesmith99@yahoo.com", the "Password" field with masked characters and an eye icon, the "Log In" button, and the "Forgot Password?" link.

3 Step 3 - Consumer/Surrogate Page

If you are a Consumer or Surrogate, your screen will look like this:

The screenshot shows the 'Services Portal' interface for a user named Anne Smith, identified as a 'Consumer'. The page title is 'Timesheets'. A navigation bar at the top displays 'Hello, Anne Smith (Consumer)' and a profile card for 'Anne Smith (Consumer)'. Below this, the 'Timesheets' section includes a 'Pay Period' dropdown set to '06/04/2023 - 06/17/2023' with a warning icon and the text '2 pay period(s) with incomplete timesheet(s)'. A table lists timesheet entries with columns for PCA, Hours Approved, Program, and Status. The first entry is for John Brown (150512) with 08h 00m approved for 'Fee For Service'. A tooltip for the second pay period (05/21/2023 - 06/03/2023) shows 05h 00m approved. A yellow status tag indicates 'Timesheet not sub'.

PCA	Hours Approved	Program	Status
John Brown (150512)	08h 00m	Fee For Service	Timesheet not sub

4 Step 4 - PCA Page

If you are a PCA, your screen will look like this:

The screenshot shows the 'Services Portal' interface for a user named John Brown, identified as a 'PCA'. The page title is 'Timesheets'. A navigation bar at the top displays 'Hello, John Brown (PCA)' and a profile card for 'John Brown (PCA)'. Below this, the 'Timesheets' section includes a 'Pay Period' dropdown set to '06/04/2023 - 06/17/2023' with a warning icon and the text '2 pay period(s) with incomplete timesheet(s)'. A table lists timesheet entries with columns for Consumer, Hours Approved, Program, and Status. The first entry is for Anne Smith (150512) with 08h 00m approved for 'Fee For Service'. A tooltip for the second pay period (05/21/2023 - 06/03/2023) shows 05h 00m approved. A yellow status tag indicates 'Timesheet not sub'.

Consumer	Hours Approved	Program	Status
Anne Smith (150512)	08h 00m	Fee For Service	Timesheet not sub

You can now log into the EVV Portal.