

# Guia de Início Rápido

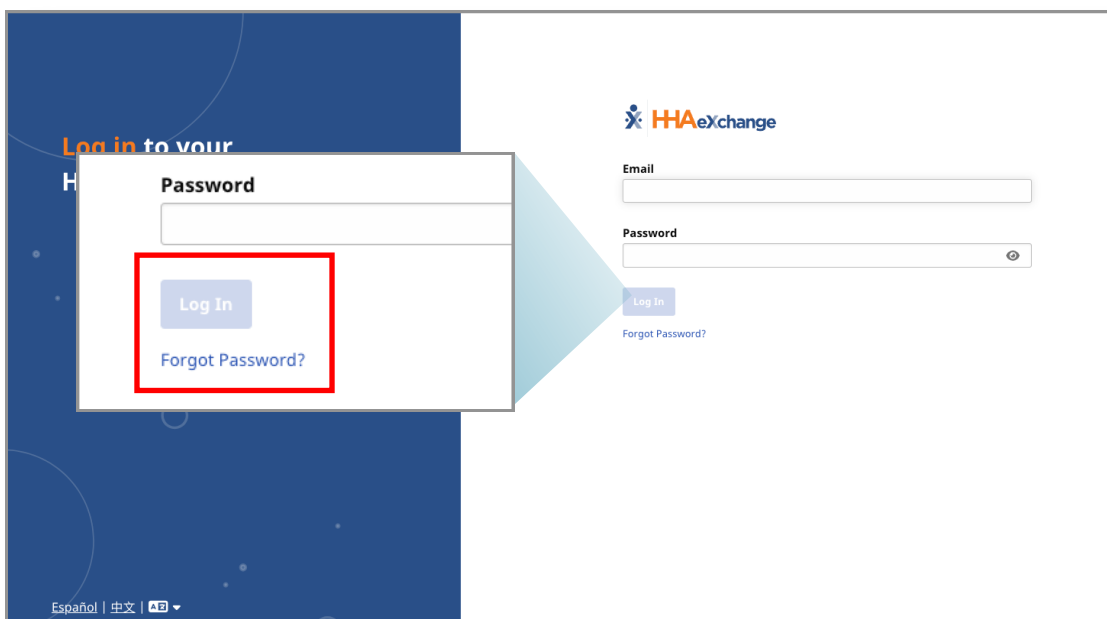
## Para Alterar sua Senha no Portal EVV

Para alterar sua senha no Portal EVV, siga estas etapas:

### 1 Etapa 1 - Clique em Forgot Password (Esqueci a Senha)

Vá para a tela (ecrã) de Login (Iniciar Sessão) do Portal EVV em <https://ucp.hhaexchange.com/login>.

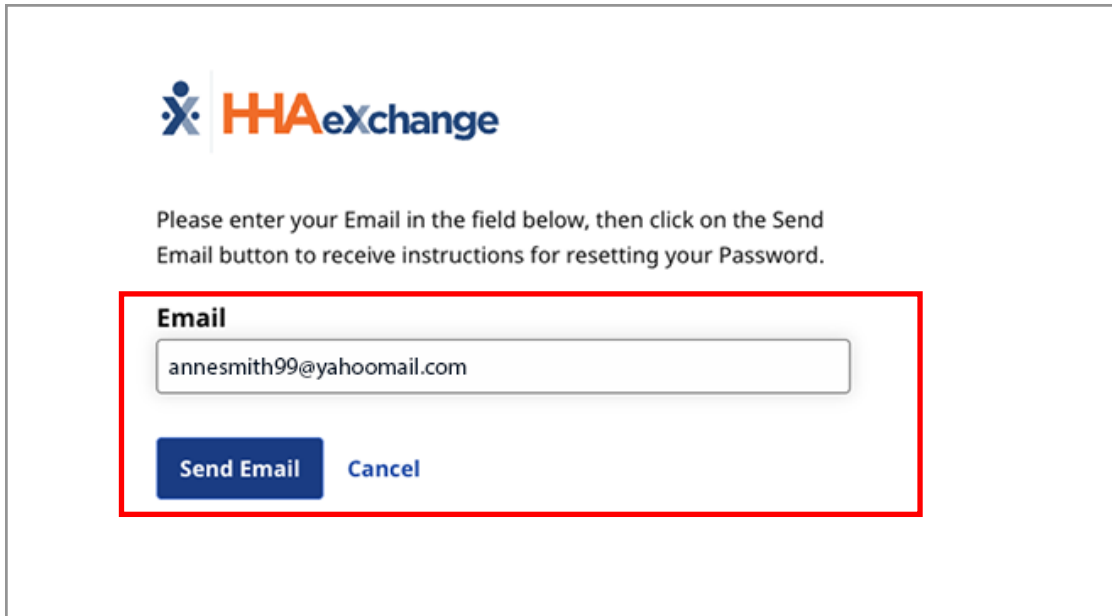
Clique em **Forgot Password** (Esqueci a Senha) abaixo do botão de login.



## 2

### Etapa 2 - Enviar e-mail de Redefinição de Senha

Digite (imprima) seu endereço de e-mail em Email (E-mail). Clique no botão **Send Email** (Enviar E-mail).

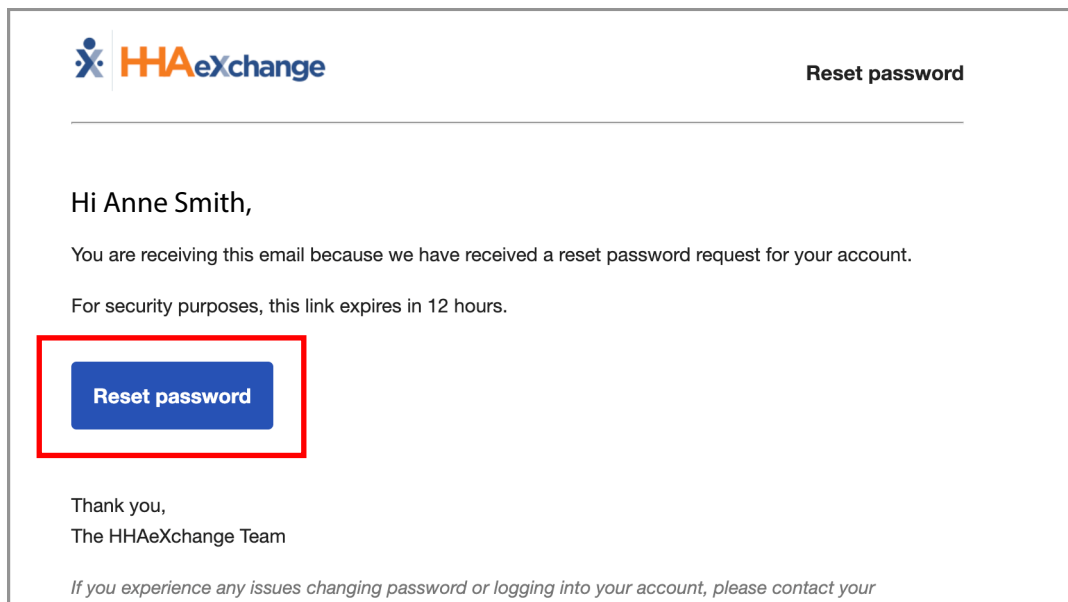


The screenshot shows the HHAeXchange logo at the top left. Below it, the text reads: "Please enter your Email in the field below, then click on the Send Email button to receive instructions for resetting your Password." There is a text input field containing "annesmith99@yahoo.com". Below the input field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

## 3

### Etapa 3 - Clicar em Reset Password (Restabelecer Senha)

Um e-mail para restabelecer a senha será enviado para seu endereço de e-mail. Abra este e-mail e clique no botão **Reset Password** (Restabelecer Senha).



The screenshot shows the HHAeXchange logo at the top left and the text "Reset password" at the top right. Below the logo, the text reads: "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." There is a blue button labeled "Reset password" highlighted with a red rectangular box. At the bottom, the text reads: "Thank you, The HHAeXchange Team" and "If you experience any issues changing password or logging into your account, please contact your".

## 4

### Etapa 4 - Estabelecer uma nova Senha

A janela Set Password (Estabelecer Senha) será exibida. Digite (imprima) sua nova senha nas caixas **New Password** (Nova Senha) e **Confirm Password** (Confirmar Senha). Clique em **Save Password** (Guardar Senha).

Sua senha foi alterada!

**Observação:** Os PCAs usarão esta mesma nova senha no Aplicativo.

**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**

Español | 中文 | 中文 | 中文

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**Agora você pode alterar sua senha no Portal EVV.**