

# Quick Start Guide


## Logging into the EVV Portal

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

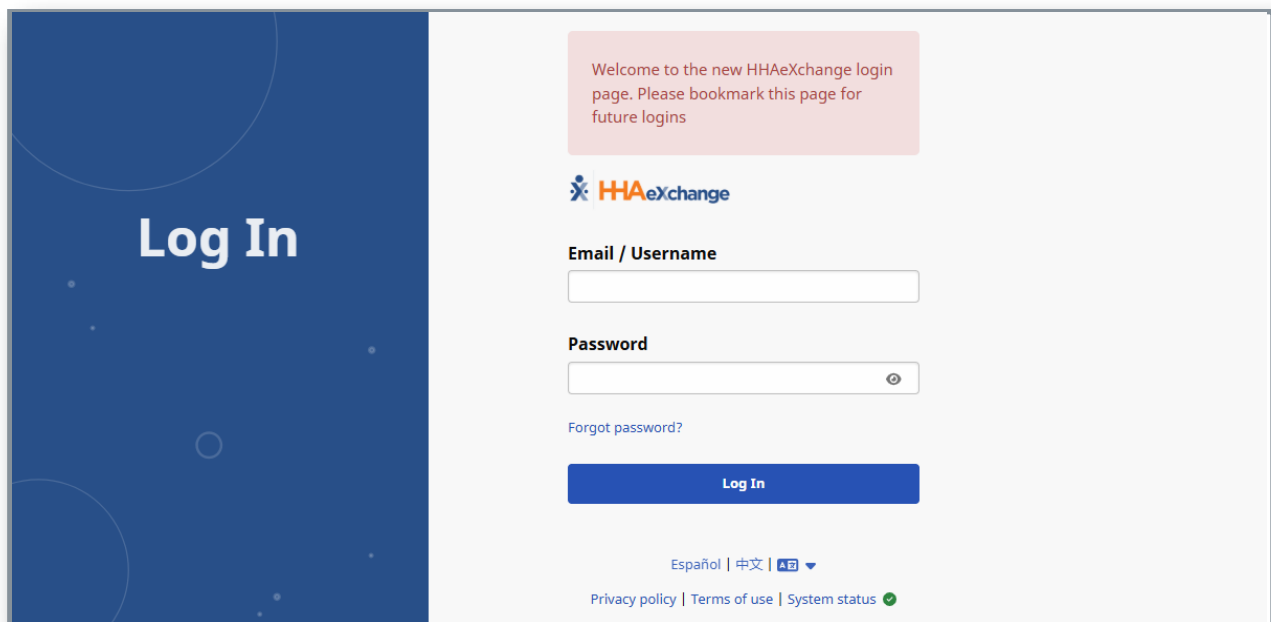
### 1 Step 1 - Navigate to the EVV Portal

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


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

1. Visit [tempusunlimited.org](https://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. For instructions refer to the EVV Guide [Saving a bookmark or favorite on your mobile device](#).



Welcome to the new HHAeXchange login page. Please bookmark this page for future logins



Email / Username

Password

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

## 2

## Step 2 - Enter Your Information

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

**Tip:** Click the **eye icon** in the password field to see exactly what you are typing in. This conveniently helps to avoid password entry errors.

Welcome to the new HHAeXchange login page. Please bookmark this page for future logins

**HHAeXchange**

Email / Username  
anne.smith09@gmail.com

Password  
\*\*\*\*\*

Forgot password?

**Log In**

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### 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 text: '2 pay period(s) with incomplete timesheet(s)'. A table lists timesheet entries with columns for PCA, Hours Approved, Pay Period, Hours Approved, Program, and Status. One entry is visible for John Brown (150512) with 08h 00m approved for the period 05/21/2023 - 06/03/2023, under the 'Fee For Service' program, with a status of 'Timesheet not sub'.

PCA	Hours Approved	Pay Period	Hours Approved	Program	Status
John Brown (150512)	08h 00m	05/21/2023 - 06/03/2023	05h 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 text: '2 pay period(s) with incomplete timesheet(s)'. A table lists timesheet entries with columns for Consumer, Hours Approved, Pay Period, Hours Approved, Program, and Status. One entry is visible for Anne Smith (150512) with 08h 00m approved for the period 05/21/2023 - 06/03/2023, under the 'Fee For Service' program, with a status of 'Timesheet not sub'.

Consumer	Hours Approved	Pay Period	Hours Approved	Program	Status
Anne Smith (150512)	08h 00m	05/21/2023 - 06/03/2023	05h 00m	Fee For Service	Timesheet not sub

You can now log in to the EVV Portal.