

TODAY'S HOMECARE, INC.
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HHA EXCHANGE SETUP PROCESS

- 1 Download **HHAcExchange** App from app store and install. Make sure to **allow notifications** when asked
- 2 Select preferred **Language**.
- 3 Click "**Sign Up**"
- 4 Enter personal **e-mail** and create **password** and then click "**Sign Up**"
- 5 Check your **e-mail** for confirmation and then log back into the app with the account you just created
- 6 Click "**Terms Accepted**" on Terms of Use
- 7 Click **3 dots** on the top right corner
- 8 Choose "**Update Profile**"
- 9 Fill in **ALL** fields accurately and click **Create**
- 10 **Record the Mobile ID** and give Mobile ID number to Agency trainer (*have them clear out the old code, if one was there previously*)

Nurse updates Exchange.
Caregiver: Log in again now and **you are all set!**

For password resets, click on "**forgot password**" to get a **TEMP** password sent to your personal e-mail account

