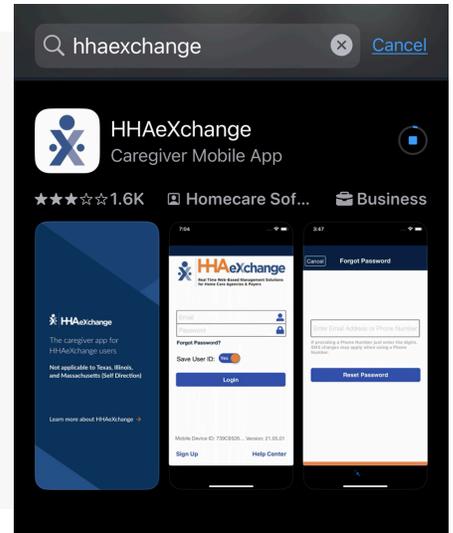


## HHA Sign Up Directions

1

GO TO APP STORE /  
GOOGLE PLAY STORE AND  
DOWNLOAD THE APP  
HHAEXCHANGE - **NOT HHA  
EXCHANGE(+)**



### AFTER IT DOWNLOADS:

- OPEN THE APP
- ALLOW NOTIFICATIONS
- SELECT LANGUAGE
- AT THE BOTTOM TAP "SIGN-UP"

2



Email 

Password 

[Forgot Password?](#)

Save User ID:

Login

Mobile Device ID: B714154... Version: 24.09.02

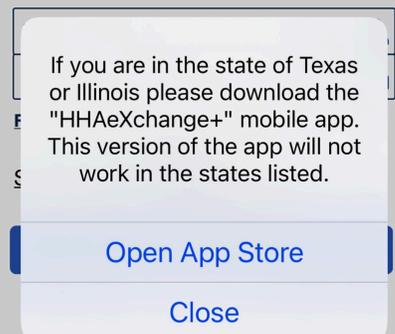
[Sign Up](#)

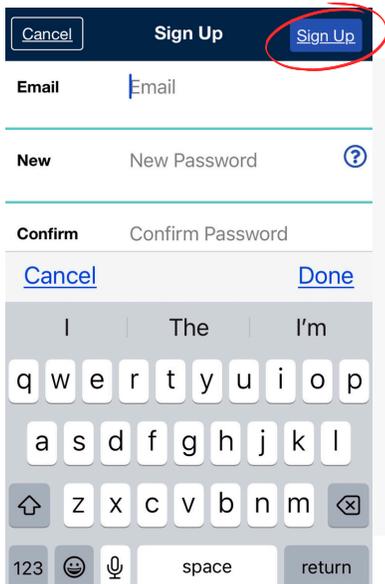


[Help Center](#)

3

A POP UP WILL APPEAR,  
**TAP "CLOSE"**





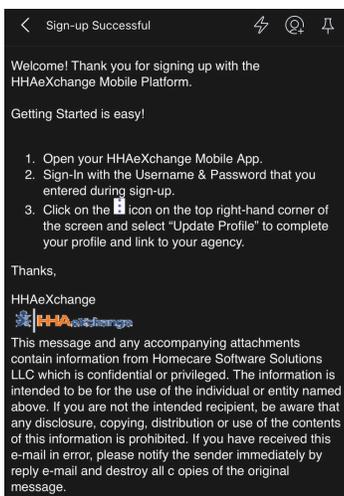
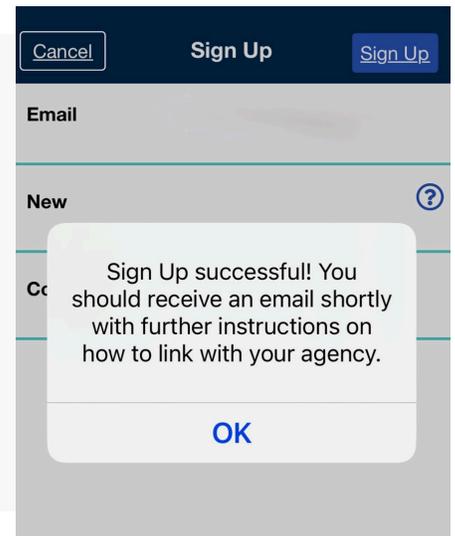
## SIGN UP:

4

- ENTER EMAIL ADDRESS (USED FOR VIVENTIUM)
- ENTER PASSWORD CONFIRM
- PASSWORD TAP SIGN UP

5

HHA WILL TELL YOU  
PASSWORD SUCCESSFUL



6

YOU WILL GET AN EMAIL  
([INFO@HHAEXCHANGE.COM](mailto:INFO@HHAEXCHANGE.COM))

7

OPEN APP, USE EMAIL ADDRESS / PASSWORD THAT YOU JUST CREATED AND TAP "SIGN IN"



Email   
Password  

[Forgot Password?](#)

Save User ID:  Yes

Login

## Terms of Use

Thank you for using one of our products, which may include without limitation (i) our website, [www.hhaeXchange.com](http://www.hhaeXchange.com); (ii) our mobile application(s); (iii) any desktop or other computer based application(s) or portal(s); or (iv) any other medium through which we offer access to our services to you (collectively, the "Products"). These terms of use ("Terms of Use") are entered into between you and Homecare Software Solutions, LLC d/b/a HHAeXchange, including our assigns, officers, directors, agents, investors, subsidiaries, and employees ("Company" or "We"). These Terms of Use set forth the terms and conditions which govern your use of the Products, including any content, functionality, or services offered on or through the Products.

I agree to the [Terms of Use](#), [Privacy Policy](#) and [EULA](#).

Terms Accepted

8

ACCEPT TERMS OF USE POP UP

9

CLICK ON THREE VERTICAL DOTS IN TOP RIGHT



Click the  icon to the right to update your profile and become linked to your agency

Cancel Create Profile Create

First Name

Last Name

Last 4 SSN ?

Gender

Birthday

Email

Phone

CLICK THE ORANGE '(!)' ICON, FILL OUT THE INFORMATION, AND TAP 'CREATE' AT THE TOP RIGHT

10

11 A MESSAGE BOX WILL APPEAR WITH MOBILE ID# - GIVE THAT NUMBER TO YOUR ILC TO ACTIVATE YOUR PROFILE

\*Please allow time for HR or ILC to get the mobile number activated.

Cancel Create Profile Create

First Name

Last Name

Last 4 SSN ?

Gender

Birthday

Email

Phone

You have been registered successfully. Your Mobile ID Number is and a copy has been emailed to you. This number should be provided to your agency in order to be linked with them

OK

HHAExchange  
DON Services, INC (Washington St)

Schedule

- Today's Schedule  
04 Visits scheduled for 11/04/2024
- Unscheduled Visit  
Visits not scheduled on Calendar
- Visits  
List of scheduled and confirmed visits.
- Patients  
List of serviced patients

Communications Center

- Messages  
Agency Messages

Other

- Open Shifts  
Review and request open shifts
- My Availability  
Set when you are available to work

CONGRATULATIONS, YOU CAN NOW VIEW YOUR DASHBOARD!

12