

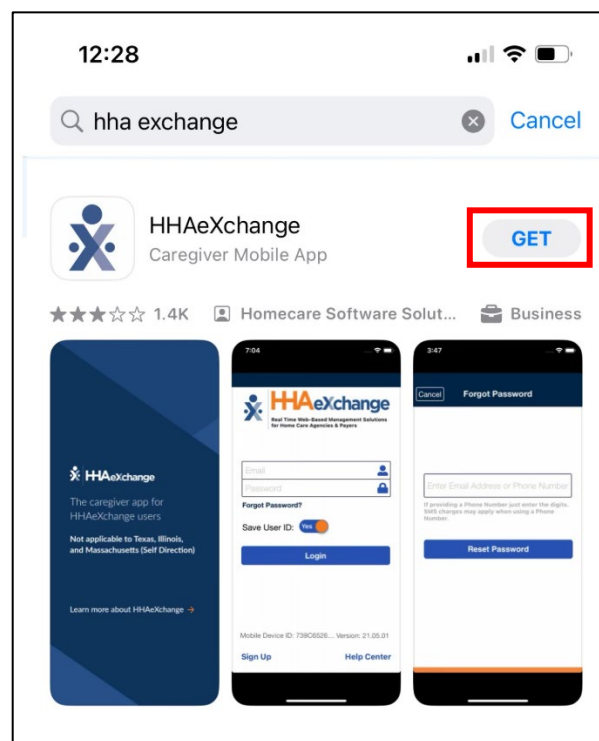
Getting started in the HHAeXchange Mobile App



Caregivers are responsible for downloading and installing the application on their personal mobile device. **After registering, Caregivers must provide credentials and ID numbers to Consumer Direct Arizona for further setup by calling 888-398-8409 or emailing infocdaz@consumerdirectcare.com.**

Download the App

1. Go to the **App Store** (for iPhones) or **Google Play** (for Android phones) and download the app. Use the keyword **hha exchange** to search.



2. When you first open up the app you will need to choose a language. All messages and emails will also be in the language you choose.

Sign up & Register

You will need to create an account and then register. This is a two-step process:

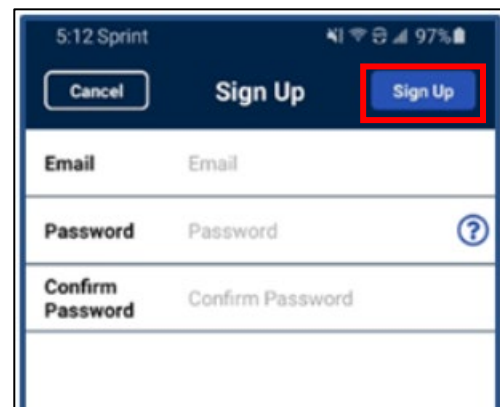
1. **Sign up** and create a password.
2. **Register** by entering your information.

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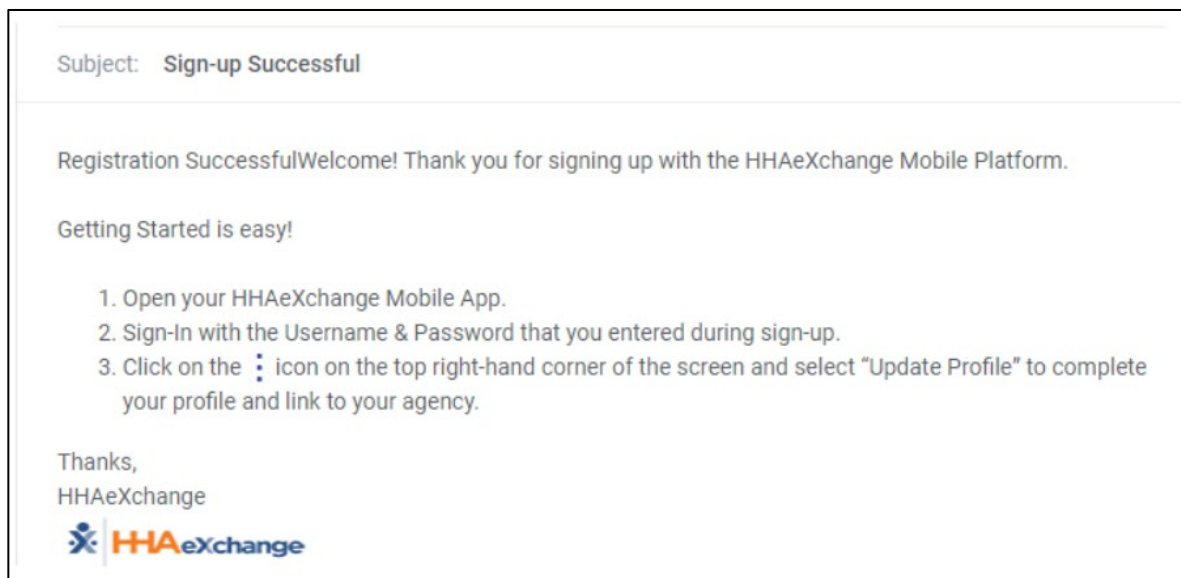
Sign up

After you download the app, tap **Sign up** at the bottom of the screen.

1. You will need to type in:
 - Your **Email Address**
 - A **Password** you can remember
 - (at least 8 letters, 1 capital, and 1 number)
 - Confirm Password – retype password
2. When you are finished, tap **Sign Up** to log in to the app.



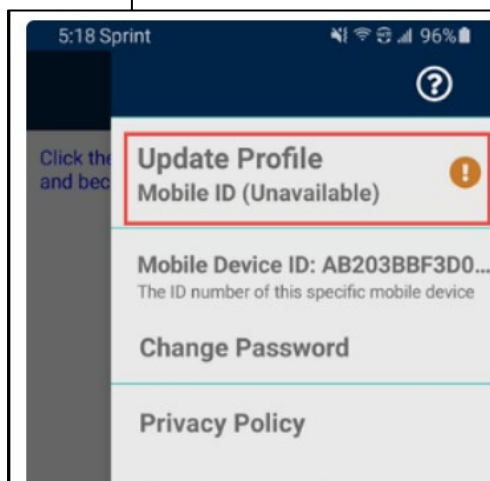
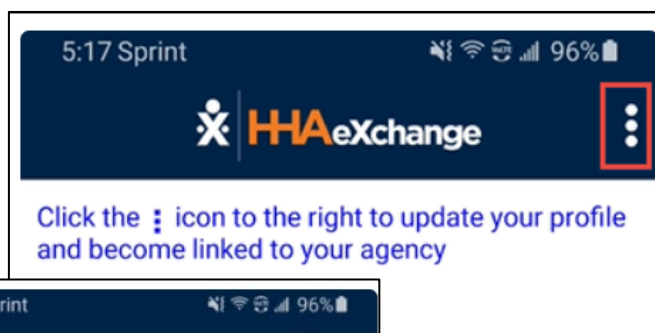
Once you've created an account, you will get a welcome email (check your junk mail).



Register

Follow the steps below to register on the app.

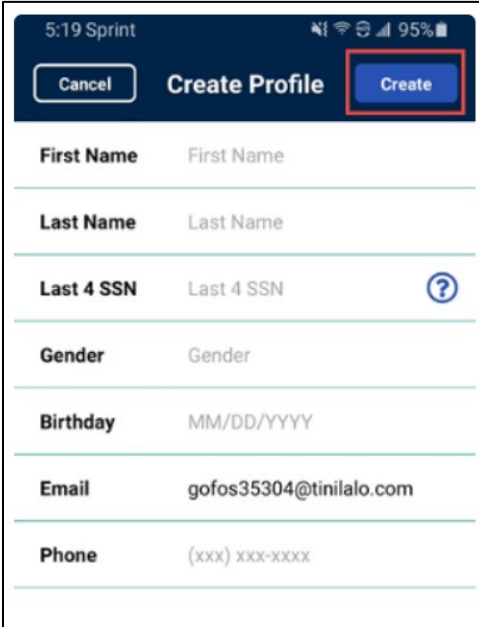
1. Log in to the app after you get the email.
2. Read the **Terms of User Agreement** and tap **Agree**.
3. When the Main Screen opens, click the **three-dots icon** and tap **Update Profile**.



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4. Fill out everything on the **Create Profile** page. Tap **Create** to create the Profile.

NOTE: all the information must match what Consumer Direct Arizona has on file.



5:19 Sprint

Cancel Create Profile Create

First Name First Name

Last Name Last Name

Last 4 SSN Last 4 SSN ?

Gender Gender

Birthday MM/DD/YYYY

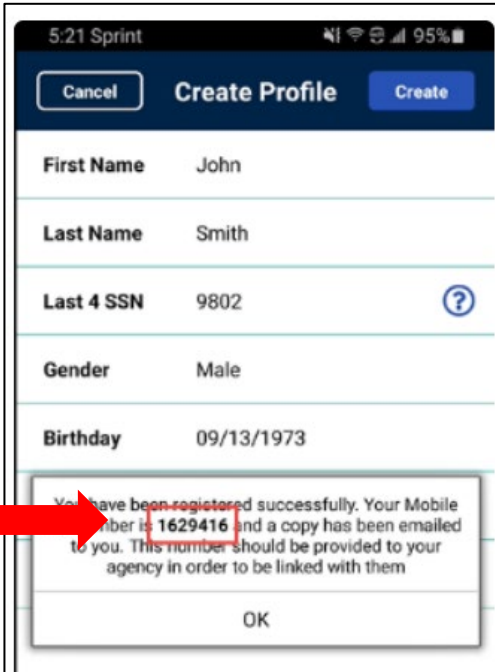
Email gofos35304@tinilalo.com

Phone (xxx) xxx-xxxx

5. A message will appear containing the **Mobile ID**.

Take a picture or write down this number.

Call 888-398-8409 or email infoCDAZ@ConsumerDirectCare.com to give your info to Consumer Direct Arizona.



5:21 Sprint

Cancel Create Profile Create

First Name John

Last Name Smith

Last 4 SSN 9802 ?

Gender Male

Birthday 09/13/1973

You have been registered successfully. Your Mobile ID number is 1629416 and a copy has been emailed to you. This number should be provided to your agency in order to be linked with them

OK

6. You will get a second email after you register. It will have your **Mobile ID** and instructions on how to log in and use the app.