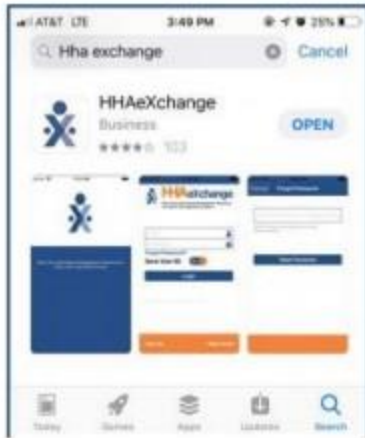


Downloading HHA Exchange App to Clock in and Out



1. Download **"HHA Exchange"** app from the app store or google play store

2. Once the app is downloaded, press sign up and enter your email and password



3. You will then enter your email and create a new password and confirm. After that press sign up, you will return to the main screen and login with your new information



- Password must include:
 - 1 number
 - 1 capital letter
 - 1 special character (!@#\$\$%^&)

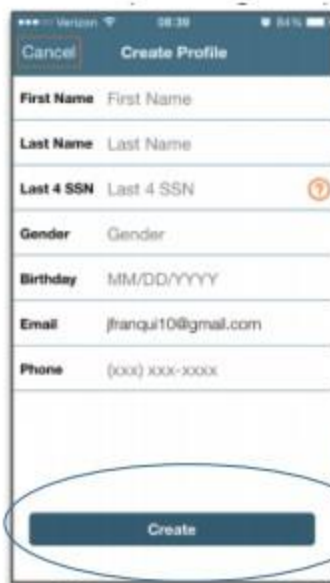


4. After you create your username and password, log in from the app home screen and you will see this screen to the left

Press the 3 white dots circled above and it will take you to this side menu.

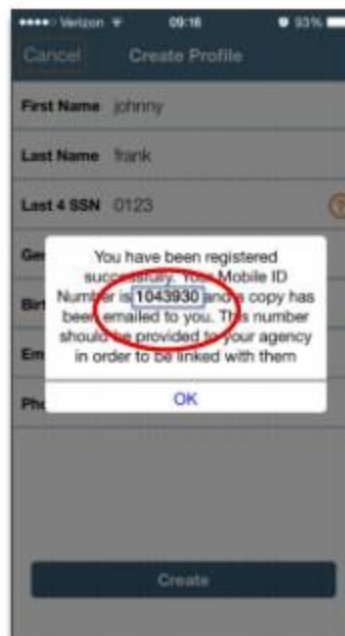


5. Once you reach the side menu, press the orange "update profile" banner



6. You will be taken to this menu where you must enter in your personal information Press **Create** when you are finished. You will receive a **Mobile ID** that you must tell your agency in order to be linked.

7. Once completed, hit create, and tell us the mobile id number you've been given

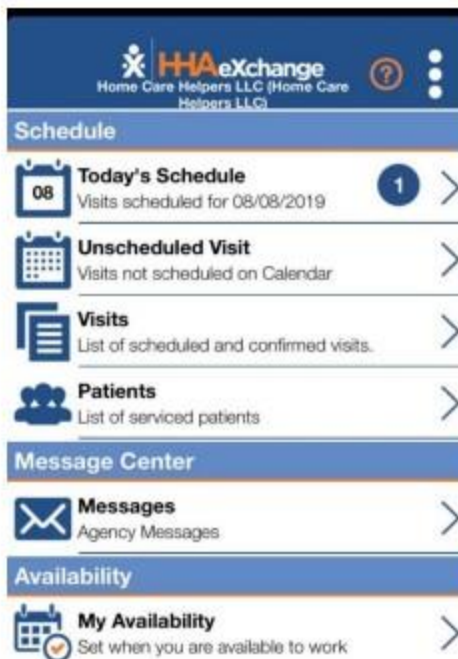


It is vital that you give your agency your **mobile ID Number** in order to be able to see your schedule.

Once the agency has informed of activation, you may log back in to the app and begin using it.

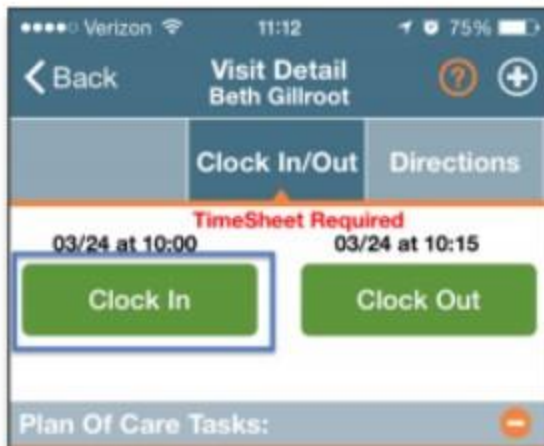
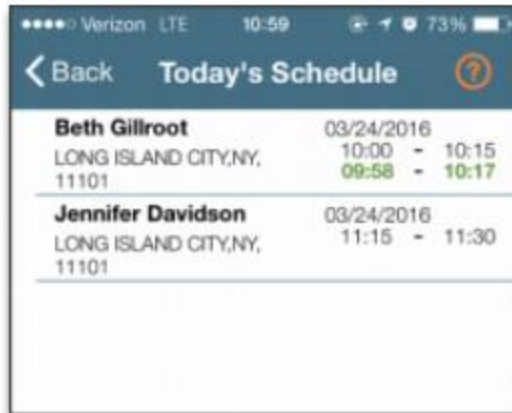
Using the App Once Downloaded

1. Once you have successfully linked to the app, you may login and see the home screen.



2. **Today's schedule** is where you will find your daily schedule. When you press it your screen will show "Today's Schedule" as shown below.

3. This menu below shows your predicted clients, schedules, and hours for the day. Click which one applies.



4. After you select a client, the screen will look like this. You can choose to Clock in. You will need to select GPS at the bottom of the page to finish clocking in.



To Clock Out



1. *When clocking out, the only difference is that after hitting GPS, you will be required to check off tasks performed.*

2. Simply click the green button that applies for the tasks that you completed, and don't forget to hit Save in the top right corner to finish clocking out.

*It is very important you hit **SAVE** in the upper right corner and that you mark at least 3 DUTIES PER SHIFT*

More main page functions:



Unscheduled Visit

Visits not scheduled on Calendar



-If for some reason your schedule is not showing, click "unscheduled visits" on the main screen, select your client, and follow the same steps as above for a regular clock in.



Visits

List of scheduled and confirmed visits.



-Here you can check the status of all your visits, clock in and clock out times, etc.