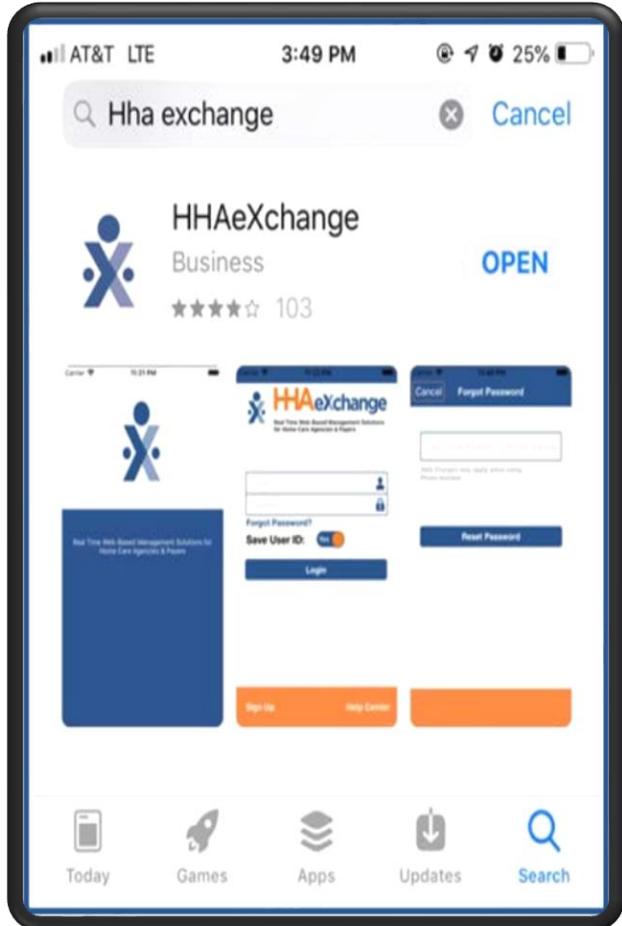


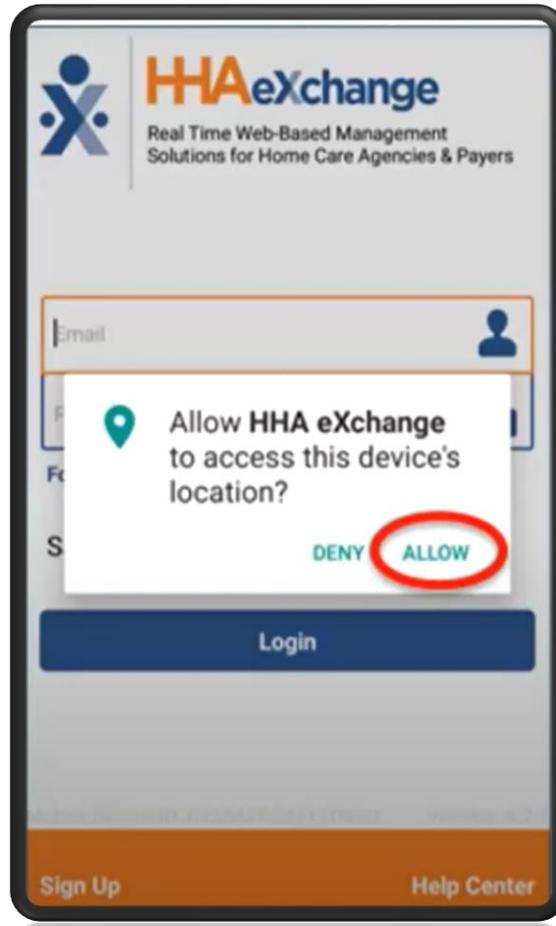


# PROCESO DE CONFIGURACIÓN

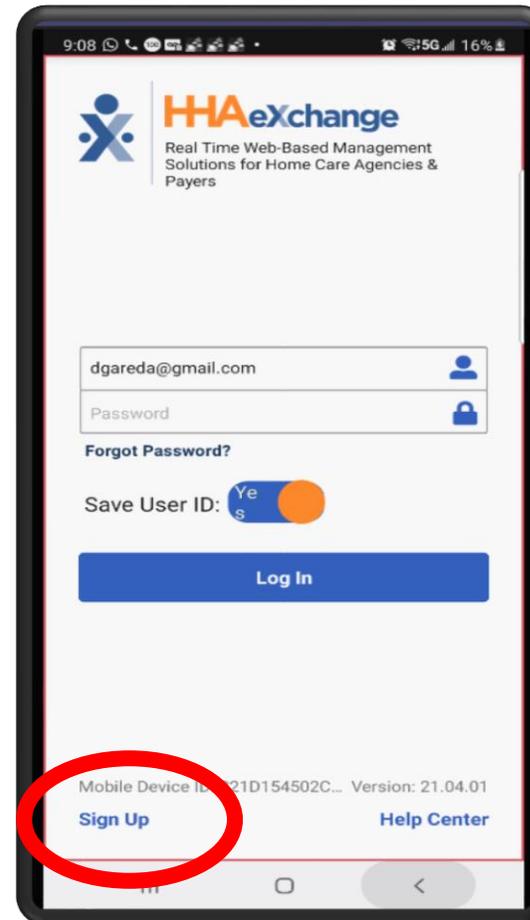
## PASO 1. INSTALAR LA APLICACIÓN



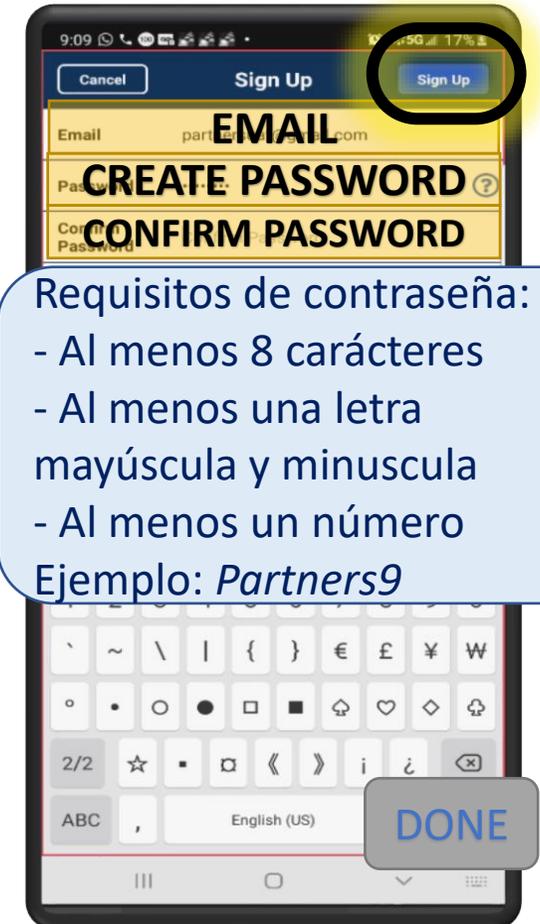
## PASO 2. SELECCIONAR EL IDIOMA Y PERMITIR EL ACCESO



## PASO 3. REGÍSTRESE



## PASO 4. CREAR CUENTA



Requisitos de contraseña:

- Al menos 8 caracteres
- Al menos una letra mayúscula y minúscula
- Al menos un número

Ejemplo: *Partners9*



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# PROCESO DE CONFIGURACIÓN

## PASO 5. PRESIONE OK

Cancel Sign Up

Email

New Password

Confirm Password

Sign Up successfull You should receive an email shortly with further instructions on how to link with your agency.

**OK**

Sign Up

## STEP PASO 6. INGRESE USUARIO Y CONTRASEÑA, INICIAR SESIÓN

9:08 HHAexchange Real Time Web-Based Management Solutions for Home Care Agencies & Payers

Forgot Password

Save User ID:  Yes  No

**Log In**

Mobile Device ID: 321D154502C... Version: 21.04.01

Sign Up Help Center

## PASO 7. ACEPTA LOS TÉRMINOS

9:11 Indemnification

You agree to defend, indemnify and hold harmless the Company, its affiliates, licensors and service providers, and its and their respective officers, directors, employees, contractors, agents, licensors, suppliers, successors and assigns from and against any claims, liabilities, damages, judgments, awards, losses, costs, expenses or fees (including reasonable attorneys' fees) arising out of or relating to your violation of these Terms of Use or your use of the Website, including, but not limited to, your User Contributions, any use of the Website's content, services and products other than as expressly authorized in these Terms of Use or your use of any information obtained from the Website.

By agreeing to the Terms of Use, you agree to indemnify, defend, and hold harmless HHAexchange from and against all claims, loss, expense or demand of liability (including attorneys' fees) and costs incurred by us in connection with any claim by a third party arising out of a) your failure to comply with the Terms of Use in any way, b) your submission of materials or content on the Products or Services, or c) any activity in which you engage on or through the Products or Services. You further agree that you will reasonably cooperate in the defense of any such claims.

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

**Terms Accepted**

## PASO 8. PRESIONE EL ICONO :

9:11 HHAexchange

Click the **:** icon to the right to update your profile become linked to your agency

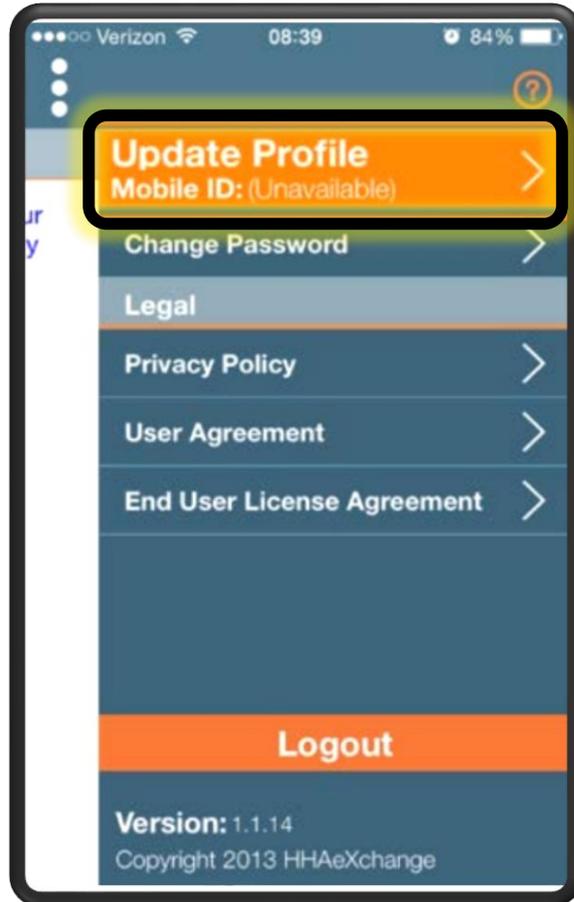


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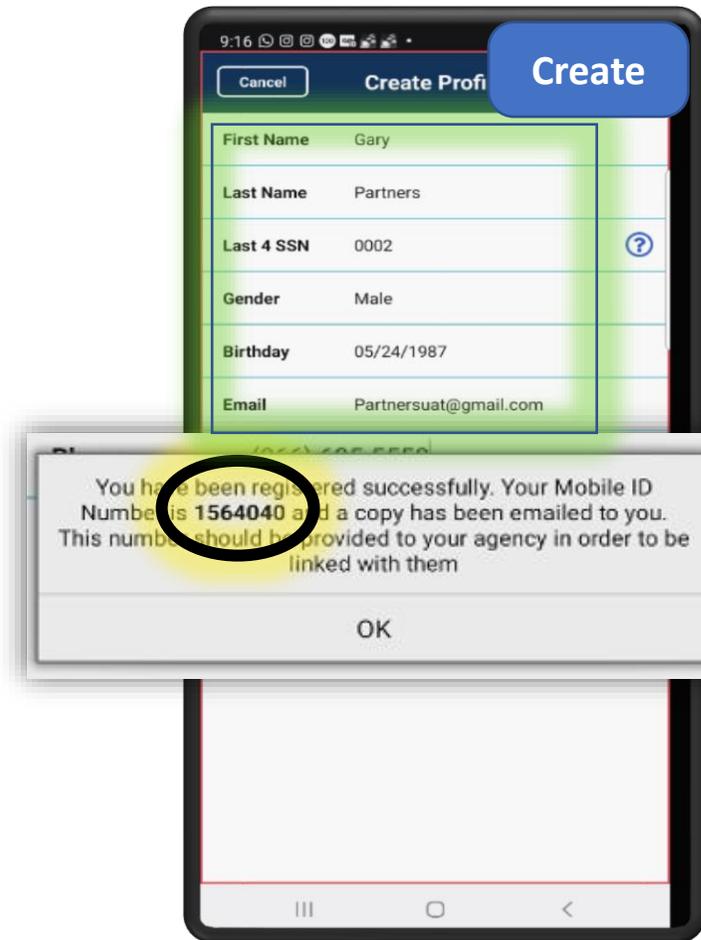
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# PROCESO DE CONFIGURACIÓN

## PASO 9. ACTUALIZAR PERFIL



## PASO 10. LLENE LA INFORMACIÓN, LUEGO PULSE CREAR



**¡HA COMPLETADO  
LA CONFIGURACIÓN!**

**ESTE ES SU NÚMERO DE  
IDENTIFICACIÓN MÓVIL. LO  
NECESITAMOS PARA  
CONECTARLO CON PARTNERS  
IN CARE.**



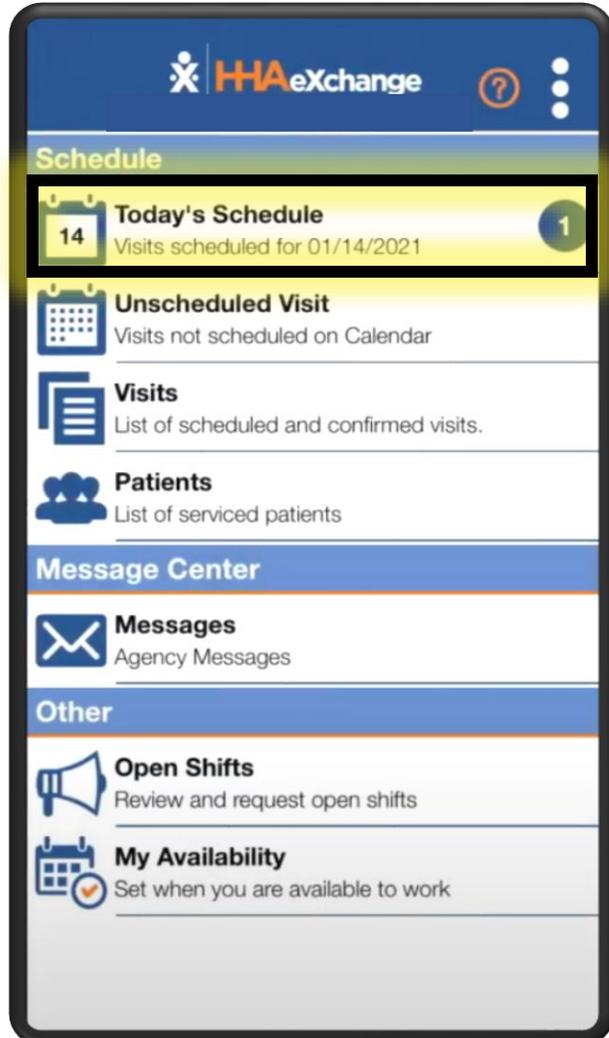


**HHAexchange**

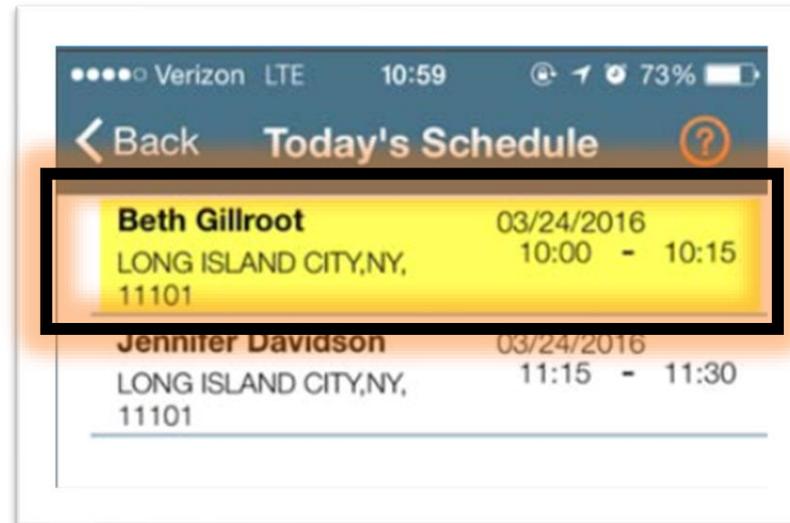
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# INICIAR SESIÓN

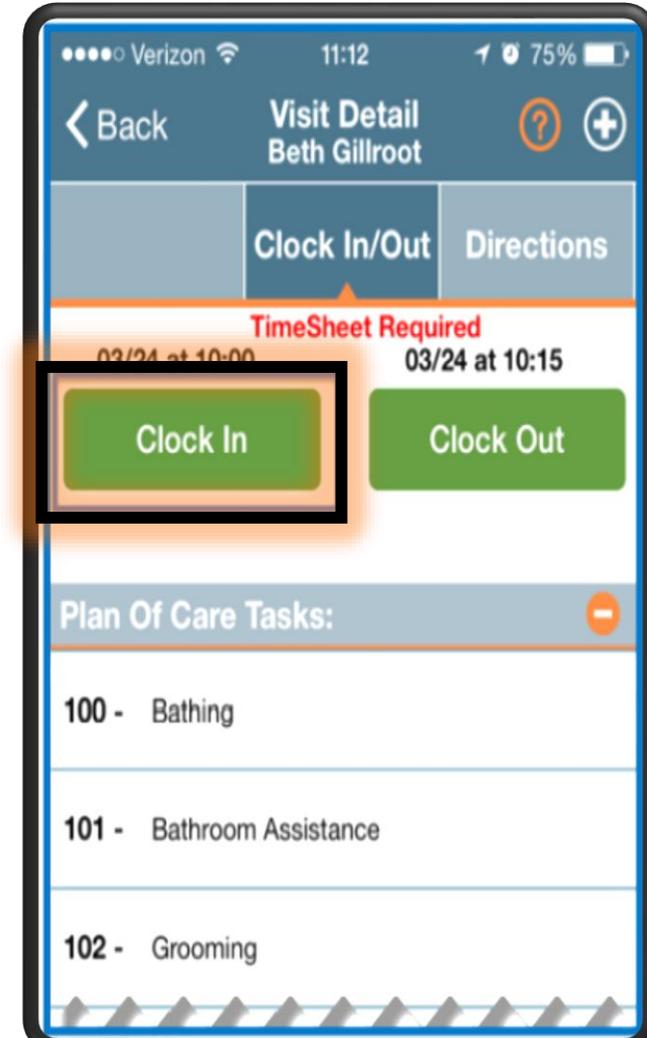
## PASO 1: SELECCIONE EL HORARIO DE HOY



## PASO 2: SELECCIONA EL CLIENTE



## PASO 3: PULSE FICHAJE ENTRADA



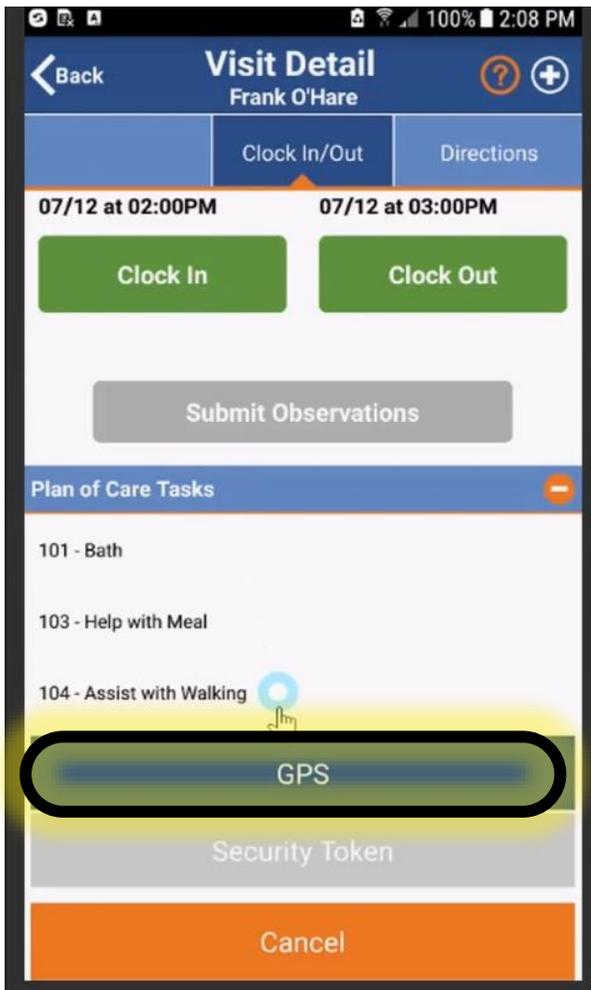


**HHAexchange**

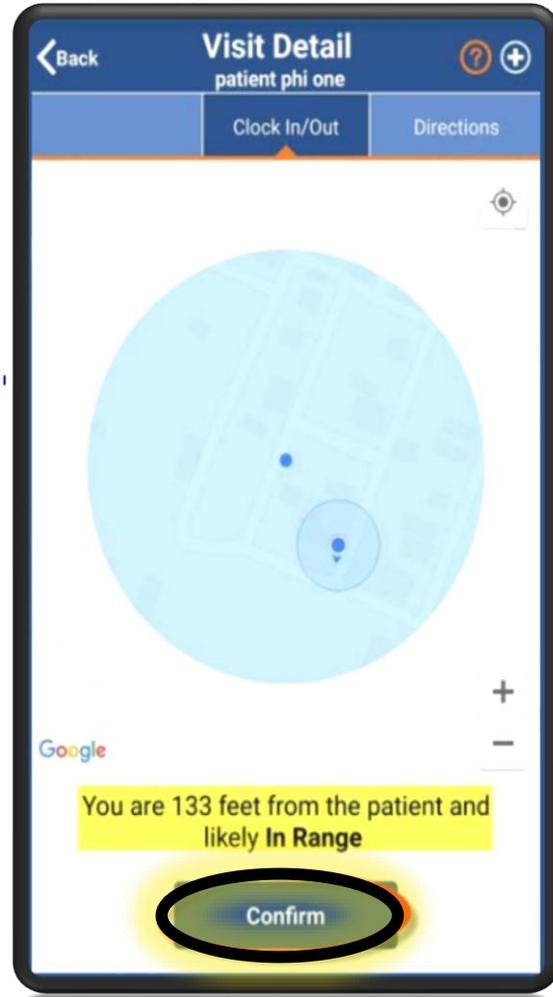
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# INICIAR SESIÓN

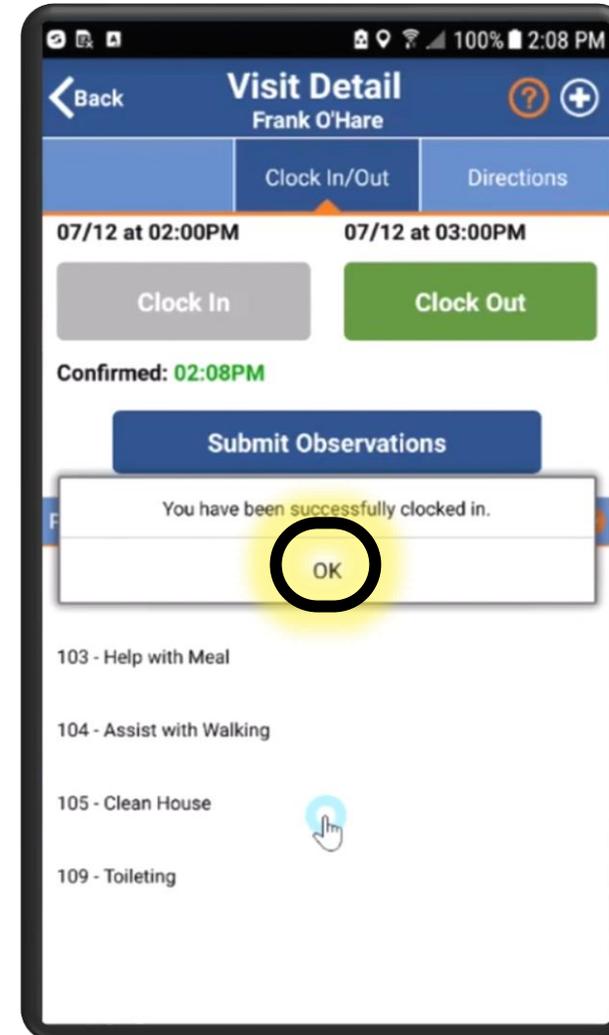
## PASO 4: SELECCIONAR GPS



## 5. Confirma tu ubicación GPS en el mapa



## PASO 6: PRESIONE OK, LUEGO CERRAR LA APLICACIÓN



**¡HAS INICIADO  
SESIÓN  
CORRECTAMENTE!**

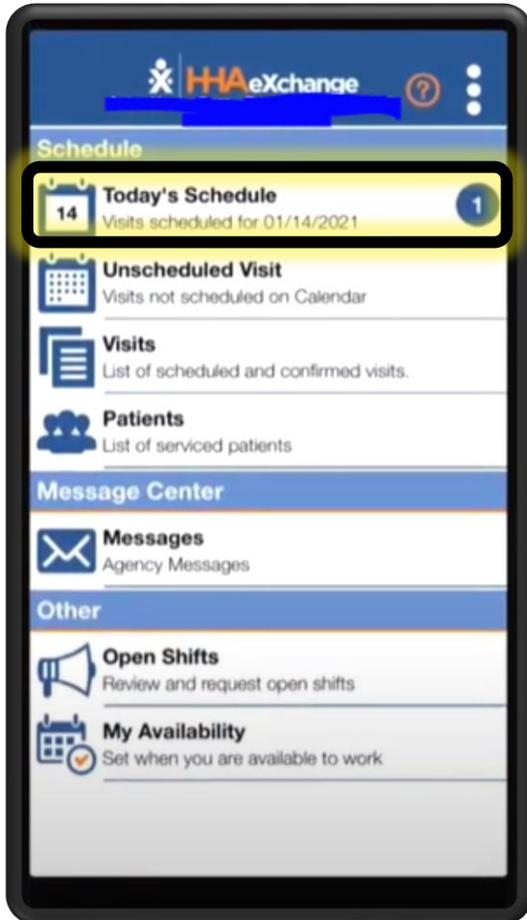


**HHAexchange**

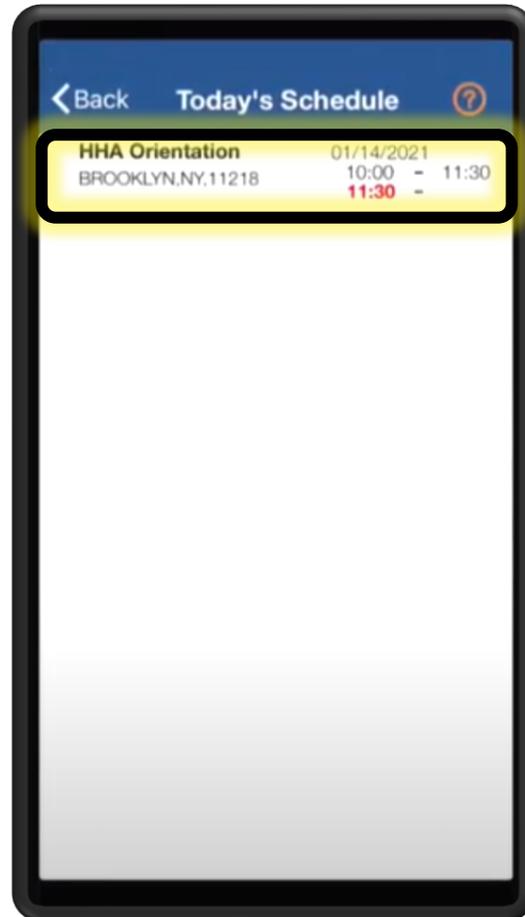
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# PONCHANDO LA SALIDA

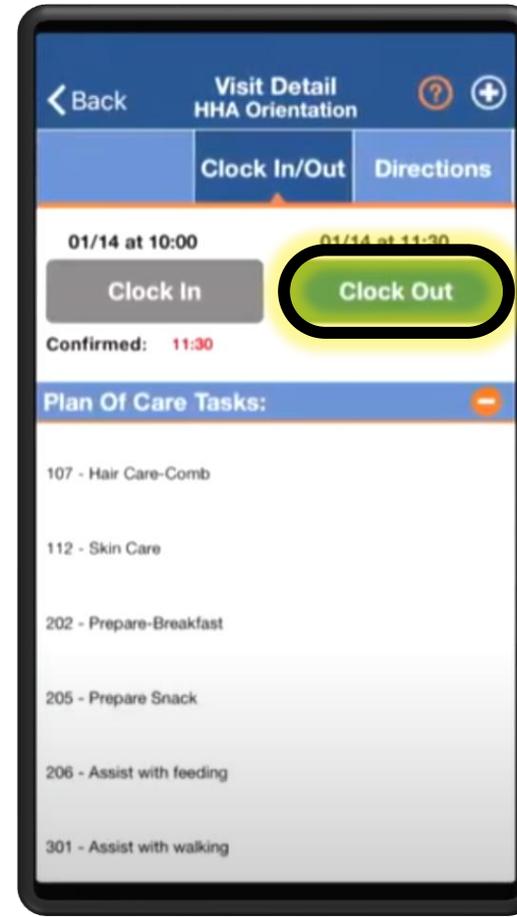
**PASO 1. SELECCIONE EL HORARIO DE HOY**



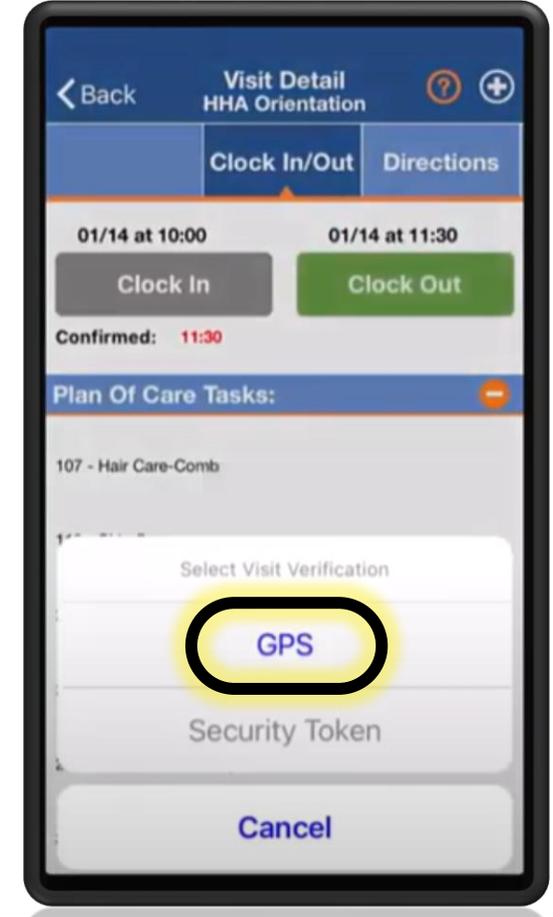
**PASO 2: SELECCIONE EL CLIENTE**



**PASO 3: PRESIONE FICHA SALIDA**



**PASO 4: SELECCIONE GPS**



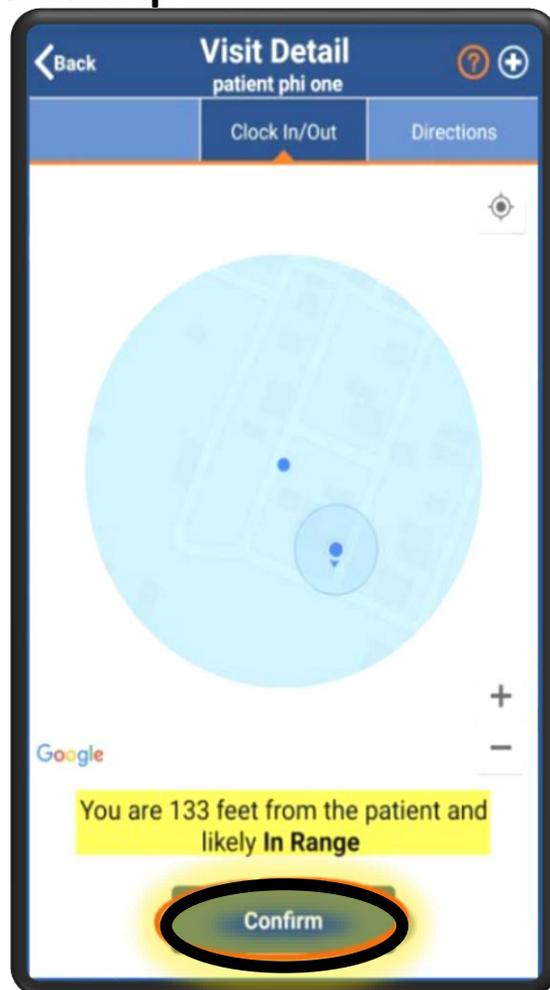


**HHAexchange**

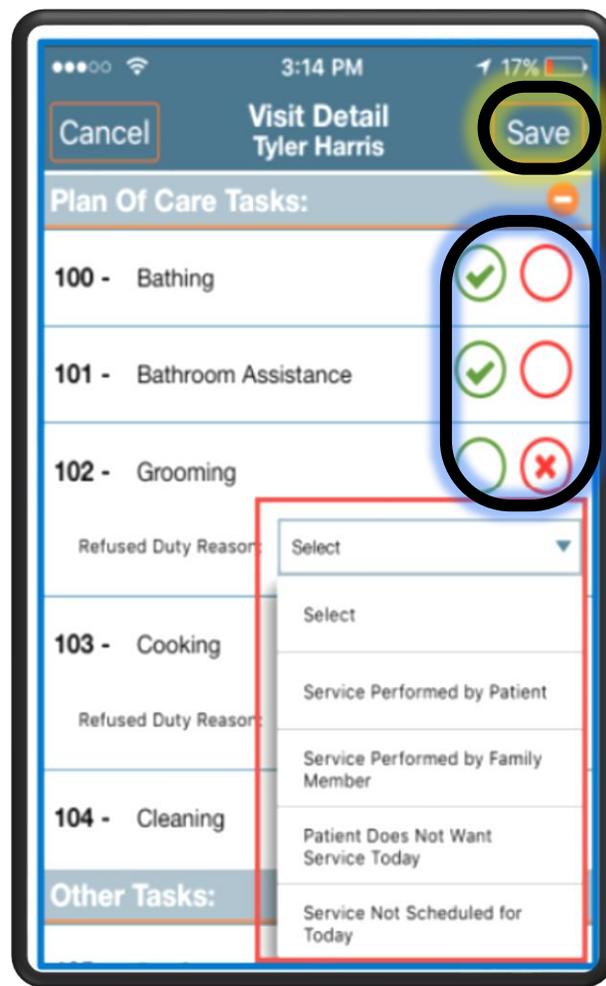
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# PONCHANDO LA SALIDA

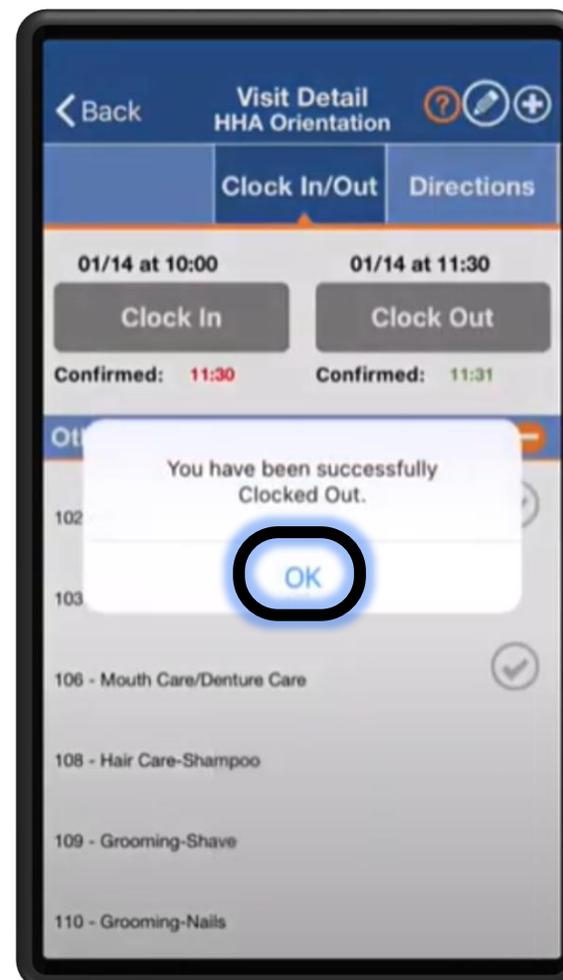
5. Confirma tu ubicación GPS  
en el mapa



PASO 6: SELECCIONE LA TAREA  
COMPLETA O NO COMPLETA, LUEGO  
GUARDE



PASO 7: PRESIONE OK



**¡HAS PONCHADO  
LA SALIDA CON  
ÉXITO!**



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# Ponchando la entrada desde el teléfono del cliente

- 1. Marque HHAexchange - *844-986-5015***
- 2. HHAexchange le preguntará "Presione 1 para inicio de turno, Presione 2 para fin de turno"**  
***PRESIONA 1***
- 3. HHAexchange le preguntará "Ingrese su ID de asignación"**  
***INGRESE SU NÚMERO DE IDENTIFICACIÓN DE EMPLEADO DE 6 DÍGITOS***
- 4. VERIFIQUE QUE SU NÚMERO DE IDENTIFICACIÓN DE EMPLEADO ES CORRECTO -**  
***PRESIONA 1***
- 5. HHAexchange dirá "Su llamada se ha registrado correctamente. Adiós."**  
  
***Colgar.***



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## Ponchando la salida desde el teléfono del cliente

- 1. Marque HHAexchange - *844-986-5015***
- 2. HHAexchange le preguntará "Presione 1 para inicio de turno, Presione 2 para fin de turno"**  
***PRESIONE 2***
- 3. HHAexchange le preguntará "Ingrese su ID de asignación"**  
***INGRESE SU NÚMERO DE IDENTIFICACIÓN DE EMPLEADO DE 6 DÍGITOS***
- 4. *VERIFIQUE QUE SU NÚMERO DE IDENTIFICACIÓN DE EMPLEADO ES CORRECTO - OPRIMA 1***
- 5. Ingrese código de tarea y presione la tecla numeral (#) - **Ejemplo - 80 #****
- 6. Ingrese el siguiente ID de servicio: ingrese cada código y hasta que termine**
- 7. Cuando termine, presione **000 (cero 3 veces)****
- 8. ¡¡ESPERE!! - HHAexchange dirá "Su llamada se ha registrado correctamente, adiós."**

***Colgar.***