



# Download & Setup the EVV App

Home Help Individual Caregivers, download and set up the HHAeXchange+ Mobile Application to submit EVV information.

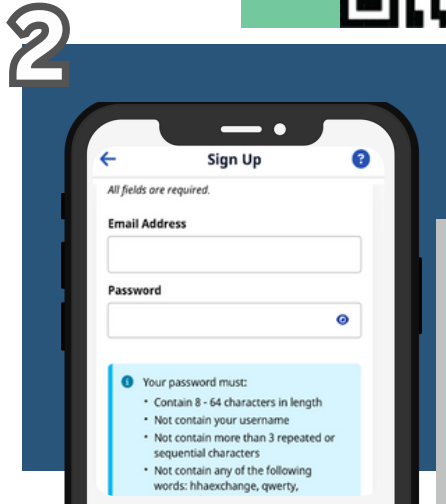
## Step 1: Download the App

Scan the QR code or open the Apple App Store or Google Play Store and install the HHAeXchange+ application.



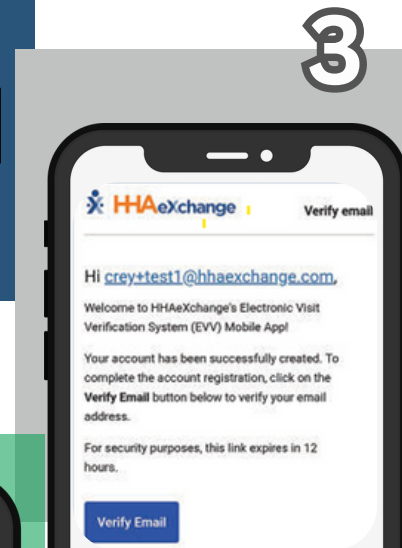
## Step 2: Sign Up & Create a Password

Select your language and apply. Proceed to the Login page. Enter your CHAMPS email and follow the password requirements for a new password. Click Sign Up.



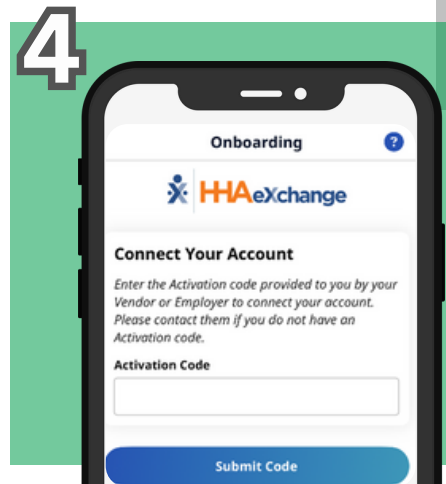
## Step 3: Confirm Your Email

Verify your registration following the emailed instructions. Check your email for a message from HHAeXchange. Tap the link inside, return to the app and log in.



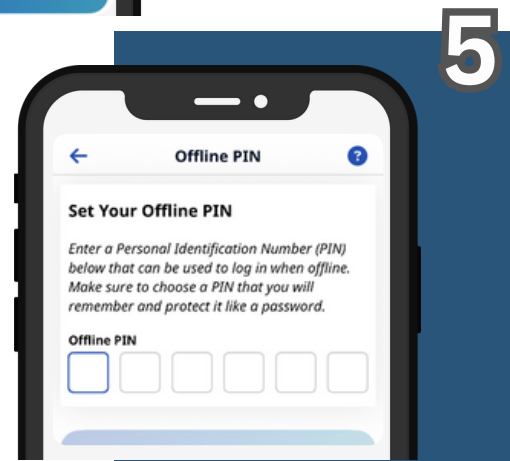
## Step 4: Enter the Activation Code

Enter the mobile activation code to link to the MI Home Help IP Portal. The mobile activation code is emailed to your CHAMPS provider enrollment email address, regardless of the email address entered during the app setup.



## Step 5: Get Set Up

Create a 6-digit offline PIN used when in offline mode. Make sure to choose a PIN that you will remember and protect it like a password.



For additional training materials visit the MDHHS EVV website at [www.Michigan.gov/EVV](http://www.Michigan.gov/EVV).

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