The Quality Award Portal: Logging In

This guide aims to help you log into the Quality Award Portal. If you have any questions, please contact the Quality Award team at qualityaward@ahca.org.

1. Navigate to the Quality Award Portal webpage.
2. Confirm that you are on the following login page.
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3. If you already have an AHCA/NCAL user account, click on the link shown below to retrieve a password.
4. Type your email address into the Request Password pop-up.

```plaintext
Request Password

Email: shahurvi4+user104@gmail.com

Submit
```

*Request Password*

If you have an account on this site, you will receive an email with instructions on how to reset your password. If you do not receive an email (and are certain you have an account registered to the email address provided), please check your spam or junk folder for the email.
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5. You will receive an email titled **AHCA/NCAL National Quality Award Portal Password**; follow the instructions in the email.
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6. Once you create your password you will be logged into the site. The next step is getting connected to your center/corporation. Be sure to click on your first initial in the upper right hand corner and click Help to access the document *Getting Access to a Center or Corporation.*

***NOTE: If you don't already have an existing AHCA/NCAL user account, you will need to first create one by going here. Once you create your AHCA/NCAL user account, you will need to wait an hour and then complete steps 2-6.***