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.

Link to help video:
https://www.youtube.com/watch?v=lVCQOnmznTQ&list=PLIIq9hL2n2LvvvarN2SXXx_vNYrLd0yT&index=1

1. Navigate to the Quality Award Portal webpage.
2. Confirm that you are on the following login page.

![Login page screenshot]
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.

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.
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. Be sure to click on Help at the top of the page for Getting Access to a Center or Corporation document for detailed instructions on getting connected to a center/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.***