



## COMMUNITY-BASED ADULT SERVICES (CBAS)

### PEACH PROVIDER PORTAL LOGIN INSTRUCTIONS

The Peach Provider Portal allows CBAS centers to securely submit files to the California Department of Aging (CDA).

Files containing confidential and protected health information (PHI), are subject to regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Do **not** share your username and/or password with anyone.

### INSTRUCTIONS FOR LOGGING INTO THE CDA PEACH PROVIDER PORTAL

#### SECTION I

1. Go to: <https://providerportal.aging.ca.gov> using your Google Chrome internet browser.
2. Enter your email address and click **Submit**.

A screenshot of a web form for logging into the Peach Provider Portal. The form is titled "Login using your email address" and contains a text input field labeled "Email". Below the input field is a blue button labeled "Submit". At the bottom of the form, there is a copyright notice: "© 2021 - California Department of Aging".

3. An email will be generated to your email address if you have a user account.

Email sent to [ivan.jaramillo@aging.ca.gov](mailto:ivan.jaramillo@aging.ca.gov)

Please click the link we emailed you. If you do not receive it,

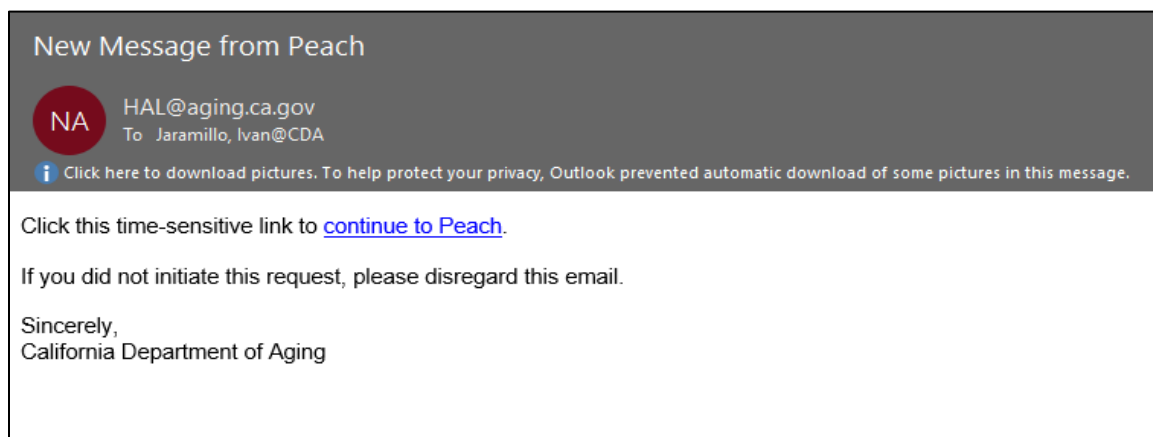
- Verify that you provided us with the correct email address
- Check your junk mail folder

If you need assistance, contact your administrator.

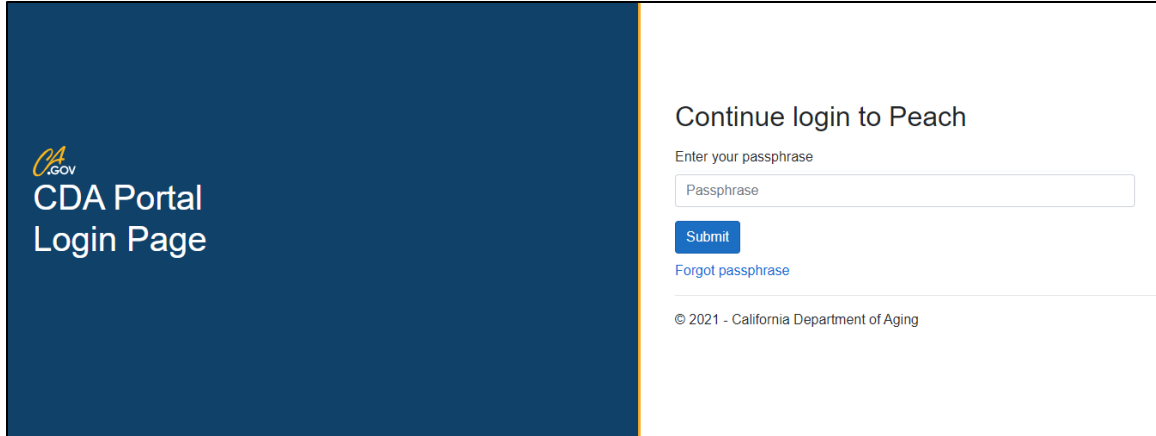
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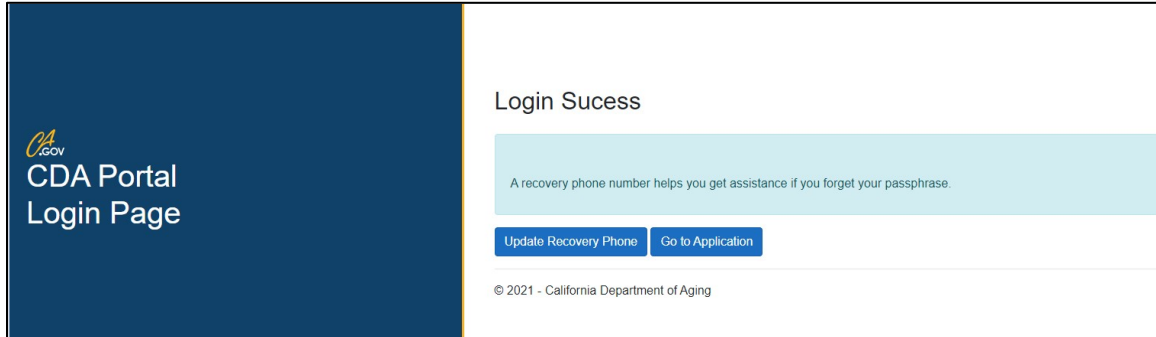
4. Click the link provided in the email to access the Peach Provider Portal Login Page and enter your passphrase.



5. Click on the time-sensitive link to go to the PEACH Portal login. Enter your secure passphrase.

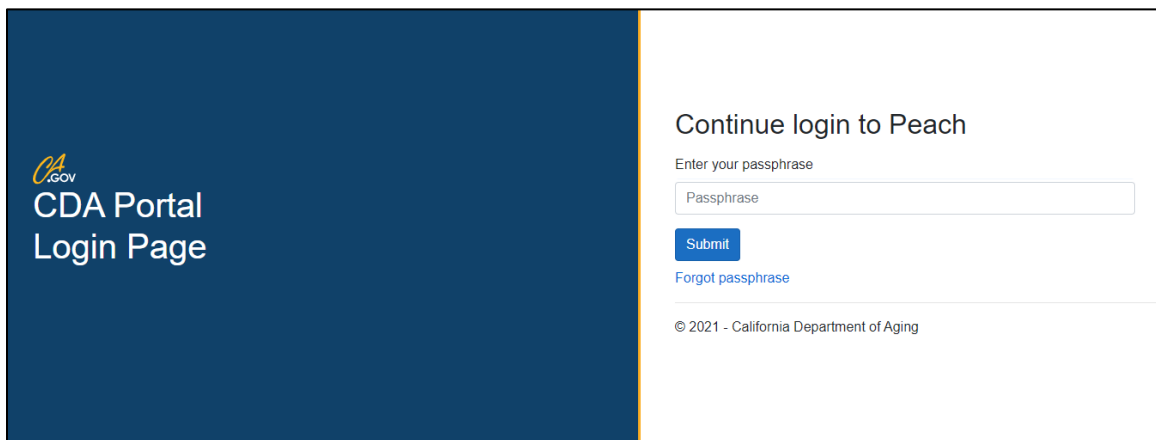


6. User is now logged in to the Peach Provider Portal application.

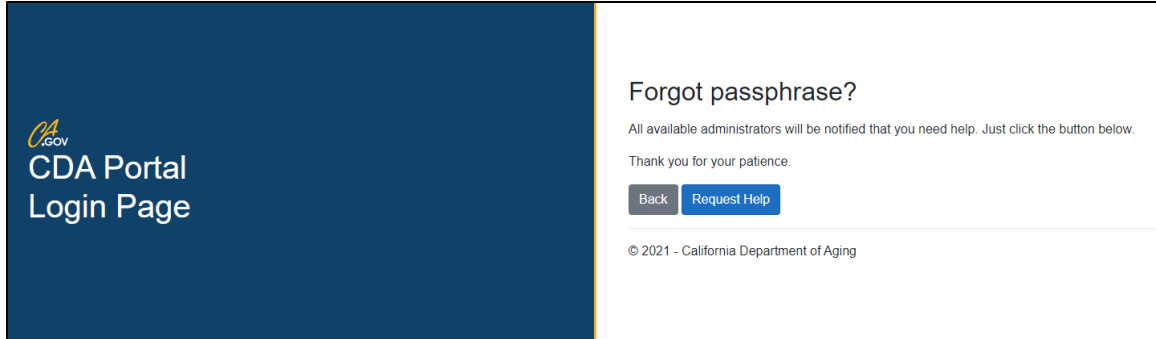


## SECTION II – FORGOTTEN PASSPHRASE

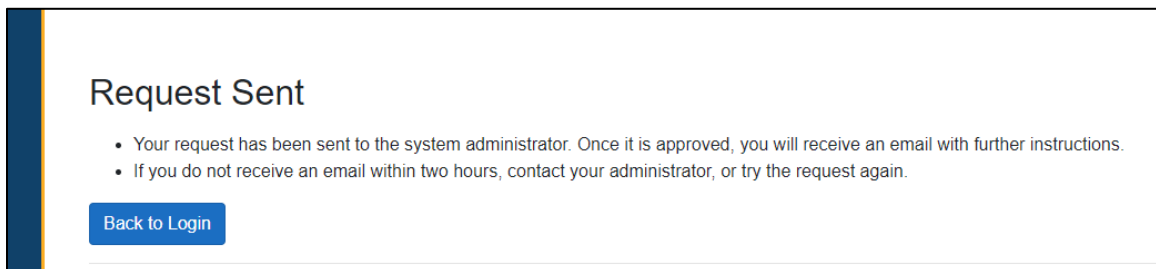
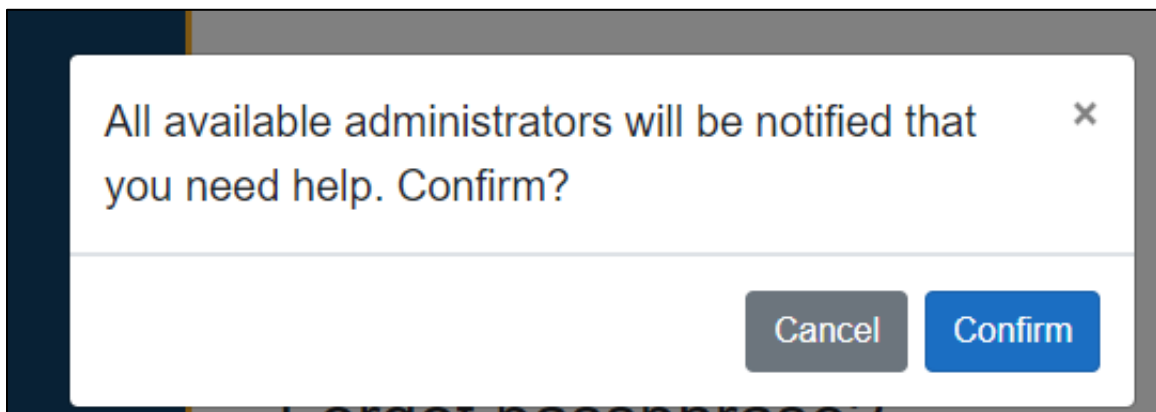
1. From the CDA Portal Login Page, select “Forgot Passphrase”.



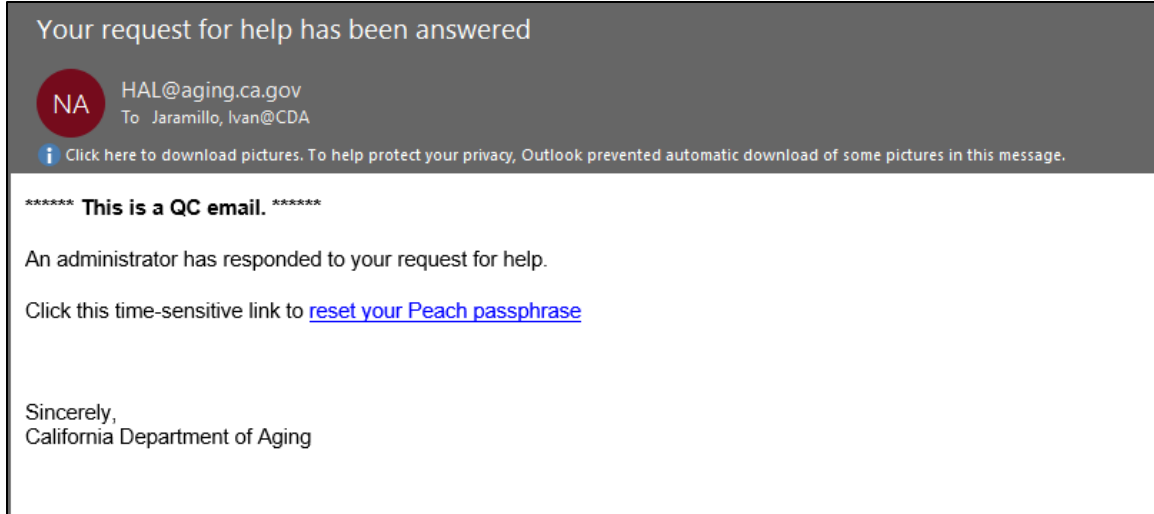
2. Select “Request Help”.



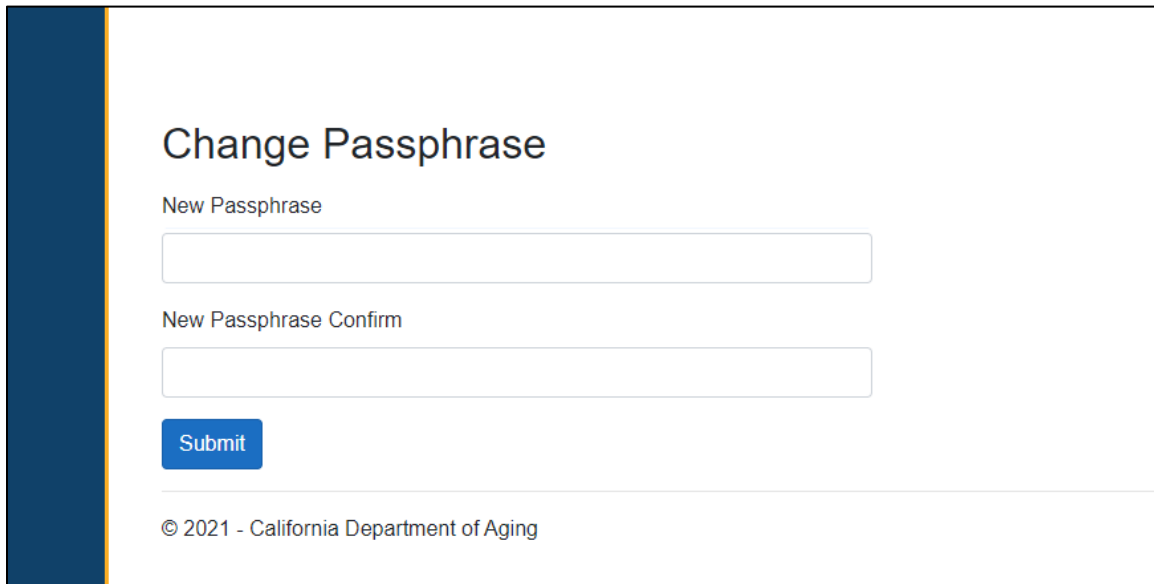
3. Select "Confirm" when prompted.



4. Once an administrator at CDA has approved the passphrase reset request, you will receive an email with further instructions to reset your passphrase.



5. Click the link “reset your PEACH passphrase” to continue to the reset passphrase page.



6. Users must create a passphrase which must contain at a minimum 16 characters (numbers and spaces in between words is acceptable). Once you have set a passphrase, click submit.
7. User can now login in with newly created passphrase via the procedures in Section I.