

Step by Step Guide: Verification Token

STEP BY STEP GUIDE: VERIFICATION TOKEN

CREATING YOUR COVEREDCA.COM ACCOUNT

1. The primary account holder (individual who created the IPAS account) for your Entity will receive an email with your entity's verification token and a link to access your CoveredCA.com credentials.

Subject: Your Entity CoveredCA.com login credentials

As the primary account holder for your Entity, you will need to set up your Entity's user account in CoveredCA.com. This email contains a verification token (8 character key) and a link to access your CoveredCA.com credentials (information to set up your account).

Directions for obtaining your CoveredCA.com login credentials:

1. Login at <https://ipas.ccgrantsandassisters.org/Account/Login>
2. Click on the following link – <https://ipas.ccgrantsandassisters.org/CalHeers?verificationToken=5d0z0pe4> Verification Code: 5d0z0pe4
3. This page will take you to the Entity Application page where you will enter the verification code to access your CoveredCA.com credentials
4. Use the credentials on this page to login to [CoveredCA.com](https://coveredca.com)
5. After you login, if you see a security question, enter the security challenge answer provided at the bottom of the Entity Application page
6. Your Entity CoveredCA.com account is now ready (use to view your Entity account information)
7. Please note your PIN number for future reference. It will be needed for any transitions requiring an electronic signature.

This is an automated email. Please do not reply. All information in the email is intended for the addressed recipient only and is considered confidential and should not be re-transmitted. If you have additional questions or need further assistance please email IPAsupport@ccgrantsandassisters.org



Covered California
In-Person Assistance Program Support
IPAsupport@ccgrantsandassisters.org

2. Click on the link under step 1 in your email and log into IPAS.

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Directions for obtaining your CoveredCA.com login credentials:

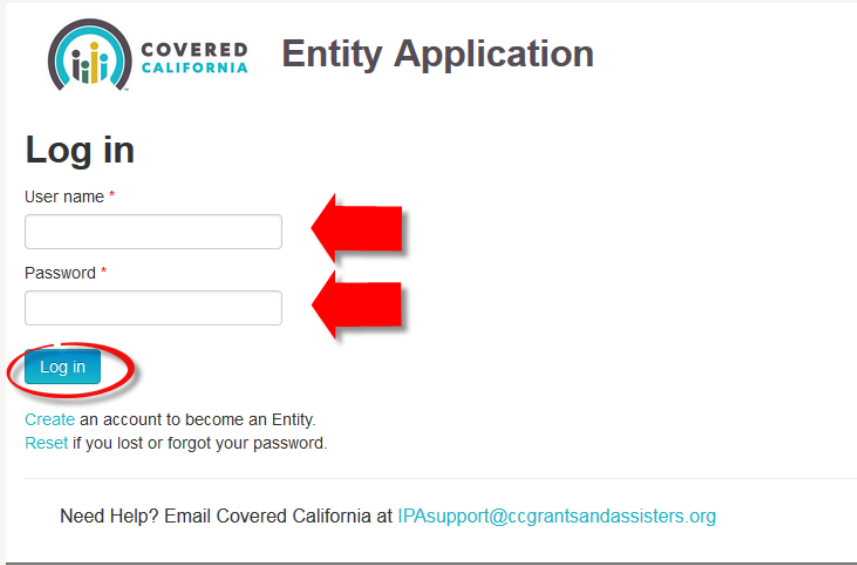
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Entity Application

Log in

User name *

Password *

Log in

Create an account to become an Entity.
Reset if you lost or forgot your password.

Need Help? Email Covered California at IPAsupport@ccgrantsandassistors.org

3. Go back to your email and click on the link under step 2.

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1. Login at <https://ipas.ccgrantsandassistors.org/Account/Login>
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5. After you login, if you see a security question, enter the security challenge answer provided at the bottom of the Entity Application page
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7. Please note your PIN number for future reference. It will be needed for any transitions requiring an electronic signature.

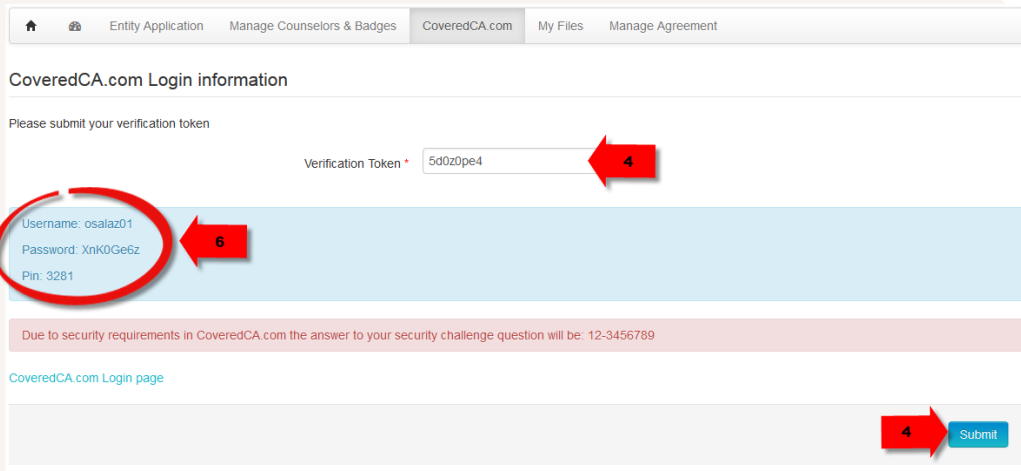
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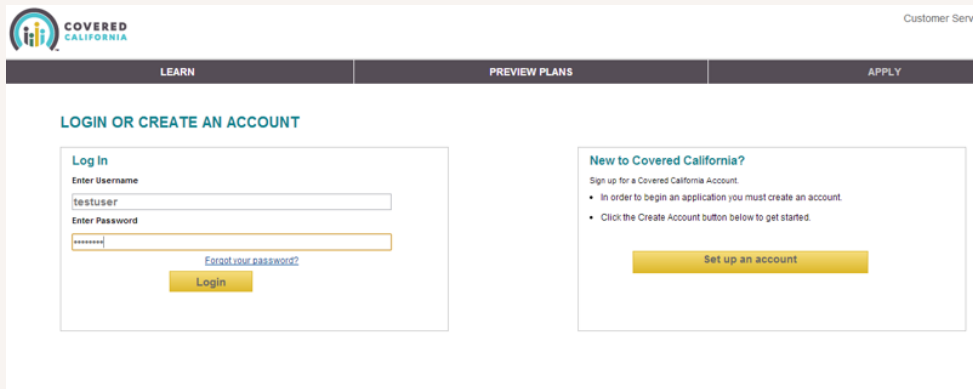
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4. Enter the verification token provided in your email and click the blue **“Submit”** button.
5. Go back to your email and click on the link under step 4.



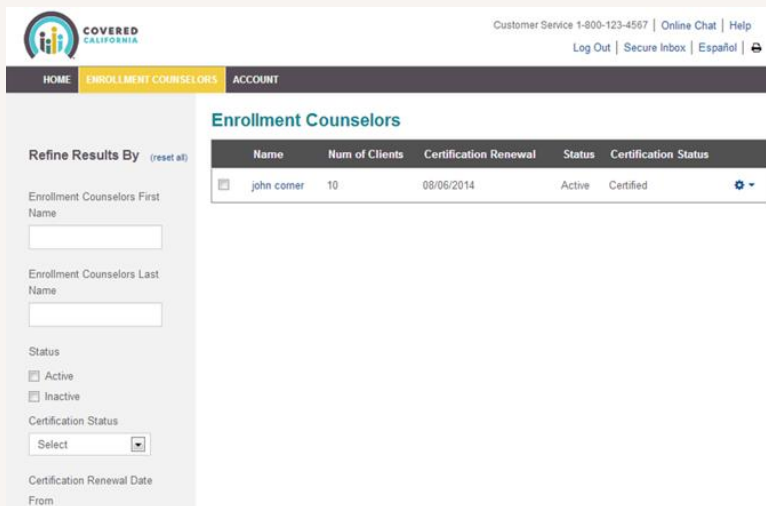
The screenshot shows the CoveredCA.com login page. At the top, there are navigation links: Entity Application, Manage Counselors & Badges, CoveredCA.com, My Files, and Manage Agreement. Below this is the 'CoveredCA.com Login information' section. A message says 'Please submit your verification token'. There is a text input field for 'Verification Token' containing '5d0z0pe4', with a red arrow labeled '4' pointing to it. Below the input field is a blue box containing login details: 'Username: osalaz01', 'Password: XnK0Ge6z', and 'Pin: 3281'. A red circle highlights the username and password fields, with a red arrow labeled '6' pointing to it. Below this is a security challenge question answer: 'Due to security requirements in CoveredCA.com the answer to your security challenge question will be: 12-3456789'. At the bottom right, there is a blue 'Submit' button with a red arrow labeled '4' pointing to it.

6. Use the Username and Password to login to CoveredCA.com.



The screenshot shows the CoveredCA.com login page. At the top, there are navigation links: LEARN, PREVIEW PLANS, and APPLY. Below this is the 'LOGIN OR CREATE AN ACCOUNT' section. On the left, there is a 'Log In' form with fields for 'Enter Username' (containing 'testuser') and 'Enter Password' (containing '*****'). There is a 'Forgot your password?' link and a 'Login' button. On the right, there is a 'New to Covered California?' section with a 'Set up an account' button.

7. You will land on your CoveredCA.com account page, as shown below.



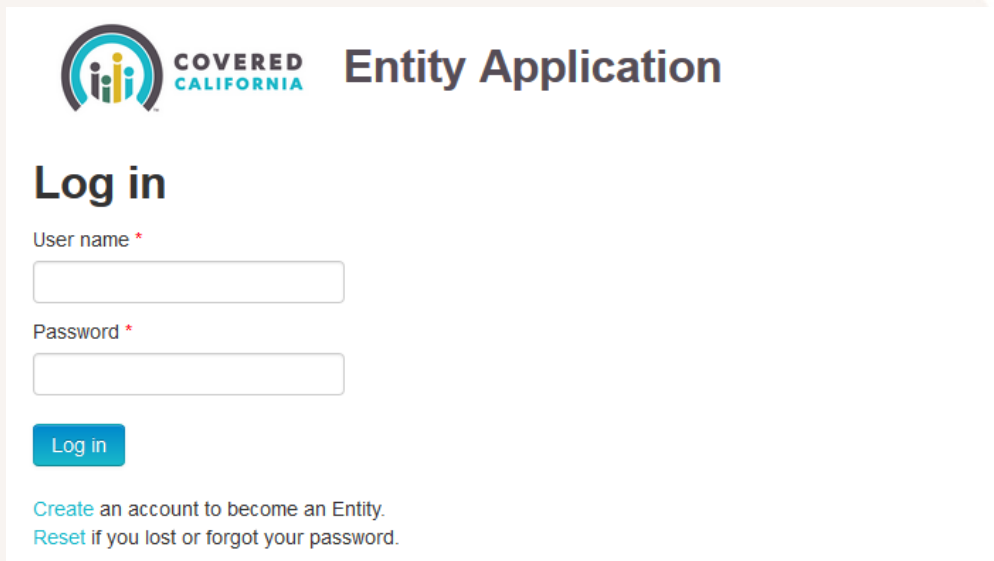
The screenshot shows the CoveredCA.com account page. At the top, there are navigation links: HOME, ENROLLMENT COUNSELORS, and ACCOUNT. Below this is the 'Enrollment Counselors' section. On the left, there is a 'Refine Results By' section with a '(reset all)' link and several filters: 'Enrollment Counselors First Name', 'Enrollment Counselors Last Name', 'Status' (with 'Active' and 'Inactive' checkboxes), 'Certification Status' (with a 'Select' dropdown), and 'Certification Renewal Date From'. On the right, there is a table with the following data:

Name	Num of Clients	Certification Renewal	Status	Certification Status
john comer	10	08/06/2014	Active	Certified

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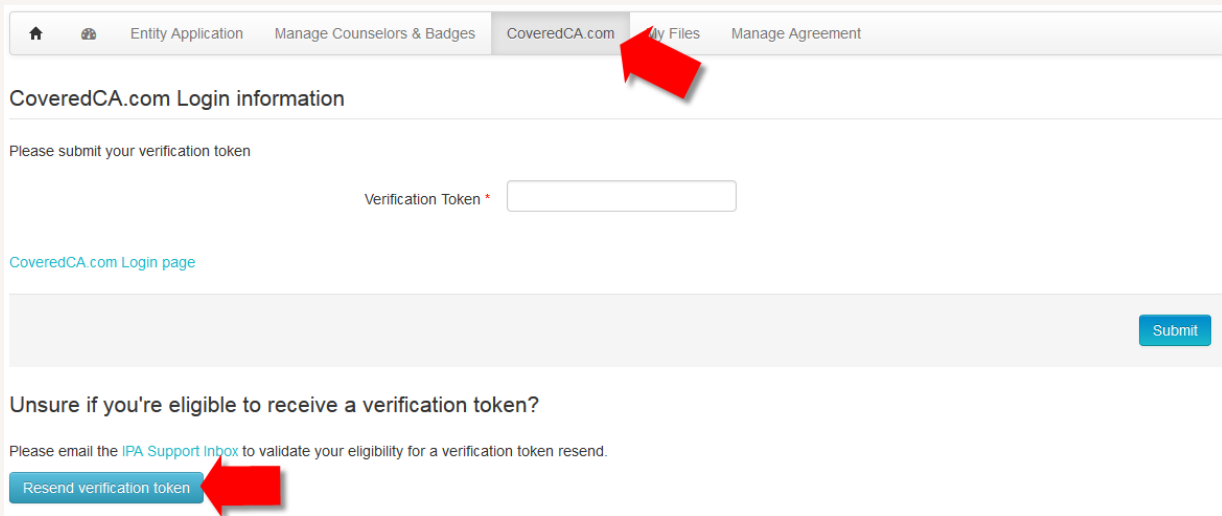
RESENDING YOUR VERIFICATION TOKEN

1. Log into IPAS: <https://ipas.ccgrantsandassistors.org/>



The screenshot shows the 'Entity Application' login page. At the top left is the Covered California logo. To its right is the text 'Entity Application'. Below this is a 'Log in' heading. There are two input fields: 'User name *' and 'Password *'. Below the password field is a blue 'Log in' button. At the bottom, there are two links: 'Create an account to become an Entity.' and 'Reset if you lost or forgot your password.'

2. Click on the CoveredCA.com tab and Click on the Resend verification token blue button



The screenshot shows the 'CoveredCA.com Login information' page. At the top is a navigation bar with tabs: 'Entity Application', 'Manage Counselors & Badges', 'CoveredCA.com', 'My Files', and 'Manage Agreement'. A red arrow points to the 'CoveredCA.com' tab. Below the navigation bar is the heading 'CoveredCA.com Login information'. The main content area says 'Please submit your verification token' and has a 'Verification Token *' input field. Below this is a link 'CoveredCA.com Login page'. At the bottom right is a blue 'Submit' button. Below the main content area is a section titled 'Unsure if you're eligible to receive a verification token?' with the text 'Please email the [IPA Support Inbox](#) to validate your eligibility for a verification token resend.' A red arrow points to a blue 'Resend verification token' button.