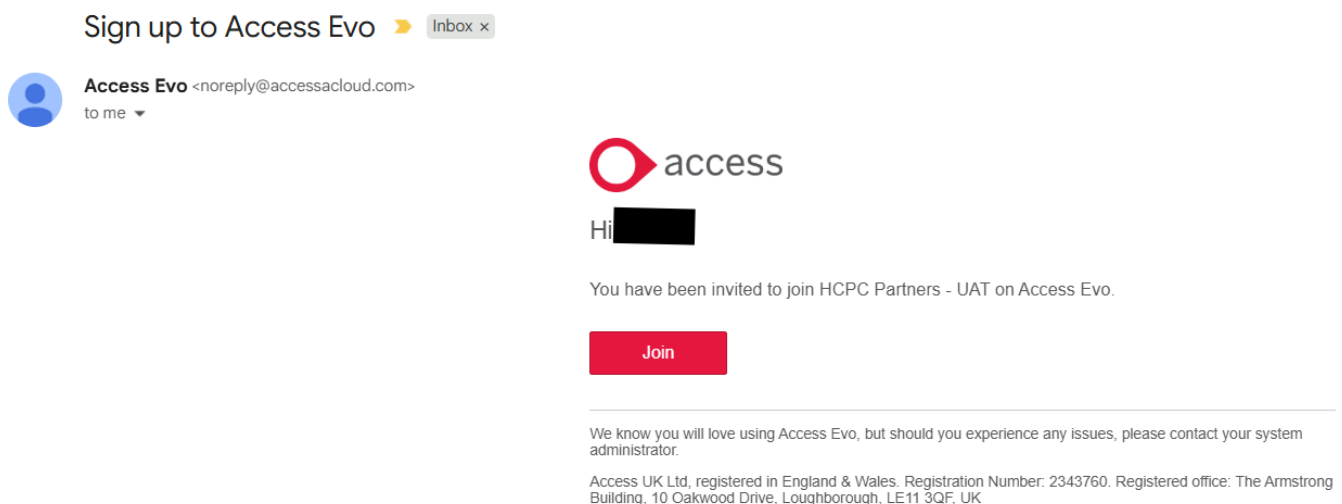


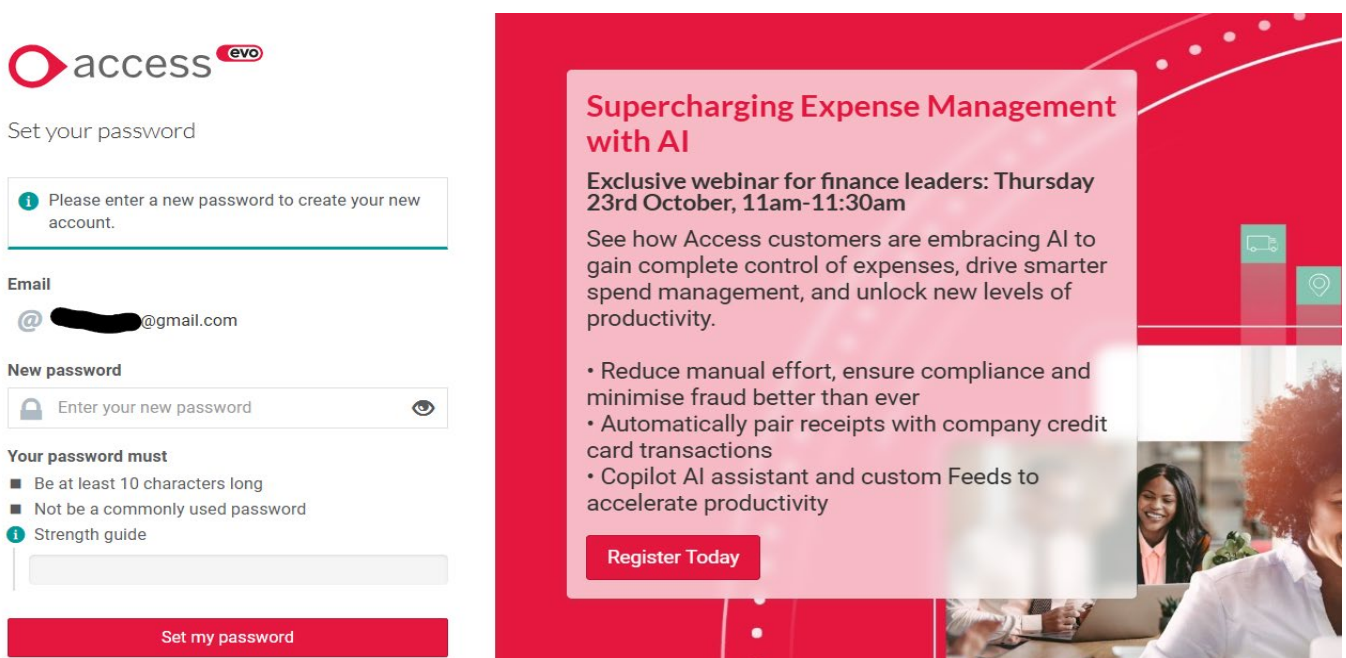
How to: Access the updated Partner Portal (aka Access Evo) for the first time

The purpose of this short guide is to help partners, and partner administrators, gain access to the updated version of the Partner Portal for the first time. This process should be relatively simple and will only have to be followed the first time you log into the updated version of the Partner Portal. If anything is unclear, or you have any queries, please contact us a partners@hcpc-uk.org.

1. When the Partner Portal is updated, every individual with an active account will receive an email from Access Evo, like the one shown below. If you have not received this, please check your junk folder. Once you find the email, click on the “Join” button. If you cannot find the email skip to step 3 below.



2. You will be redirected to the Partner Portal’s new location, where you will be automatically prompted to create a new password. If this option does not appear for you, continue following the steps below. If you have reset your password, skip to step 9 below.



3. Navigate to the Partner Portal's new URL at <https://go.accesscloud.com/o/hcpcprtp>, where you will be prompted to enter the email address you were previously using to login.



The screenshot shows the 'Sign in to Access Evo' page. The 'Email address' input field is highlighted with a red box. Below it is a 'Remember this email address' checkbox which is checked. There is a 'Next' button. Below the 'Next' button are links for 'Sign in with a username', 'Create a new account', 'Sign in with Microsoft', 'Sign in with Google', and 'Sign in with LinkedIn'. At the bottom, there are links for 'About us', 'Privacy notice', and 'Support'.

Supercharging Expense Management with AI

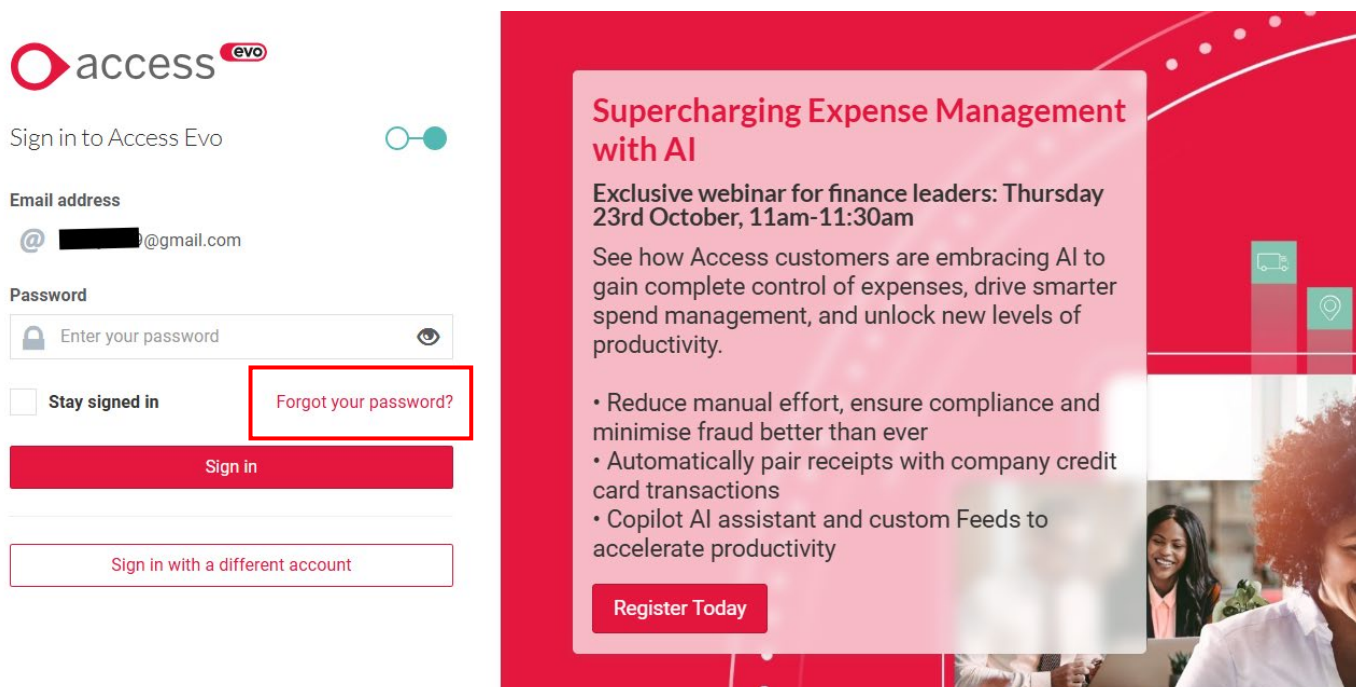
Exclusive webinar for finance leaders: Thursday 23rd October, 11am-11:30am

See how Access customers are embracing AI to gain complete control of expenses, drive smarter spend management, and unlock new levels of productivity.

- Reduce manual effort, ensure compliance and minimise fraud better than ever
- Automatically pair receipts with company credit card transactions
- Copilot AI assistant and custom Feeds to accelerate productivity

Register Today

4. Once you have entered your email address, you will be prompted to enter your password. As this is your first time logging into the new version of the Partner Portal, you will have to use the reset password function. Click on “Forgot your password?” as seen in the red box below.



The screenshot shows the 'Sign in to Access Evo' page. The 'Email address' field is filled with a redacted email address. The 'Password' field is empty. Below the password field is a 'Stay signed in' checkbox and a 'Forgot your password?' link, which is highlighted with a red box. There is a 'Sign in' button. Below the 'Sign in' button is a link for 'Sign in with a different account'.

Supercharging Expense Management with AI

Exclusive webinar for finance leaders: Thursday 23rd October, 11am-11:30am

See how Access customers are embracing AI to gain complete control of expenses, drive smarter spend management, and unlock new levels of productivity.

- Reduce manual effort, ensure compliance and minimise fraud better than ever
- Automatically pair receipts with company credit card transactions
- Copilot AI assistant and custom Feeds to accelerate productivity

Register Today

5. You will now be asked to verify that you are not a robot. As seen below in the red box, tick the box to the left of “I’m not a robot” and, if any additional questions pop up (i.e. selecting images of a bicycle) answer them. Once that box has been ticked, click the “Send me the code” button.



Change your password

We'll send you an email containing a verification code.

Email address

@ [redacted] @gmail.com

☒ I'm not a robot



Send me the code

Back to sign in

Supercharging Expense Management with AI

Exclusive webinar for finance leaders: Thursday 23rd October, 11am-11:30am

See how Access customers are embracing AI to gain complete control of expenses, drive smarter spend management, and unlock new levels of productivity.

- Reduce manual effort, ensure compliance and minimise fraud better than ever
- Automatically pair receipts with company credit card transactions
- Copilot AI assistant and custom Feeds to accelerate productivity

Register Today

6. This will send a single-use, verification code to your email address, which you will now be asked to input on the login page.



Verify your email address

We've sent you an email with a verification code.

Email

@ [redacted] @gmail.com

Verification code

Please enter your verification code

Verify my email address

Send me another code

Go back

Supercharging Expense Management with AI


Exclusive webinar for finance leaders: Thursday 23rd October, 11am-11:30am

See how Access customers are embracing AI to gain complete control of expenses, drive smarter spend management, and unlock new levels of productivity.

- Reduce manual effort, ensure compliance and minimise fraud better than ever
- Automatically pair receipts with company credit card transactions
- Copilot AI assistant and custom Feeds to accelerate productivity

Register Today

7. Navigate to your inbox and look for an email from Access with the subject line “Reset your Access account password”. Inside, you will find your verification code. Please note that it may take a few minutes before you receive this email. If you have not received it after 5 minutes, please check your junk mail.

Reset your Access account password  Inbox x



Access <noreply@accesscloud.com>
to me ▾



Reset password

A request has been made to reset your Access account password. If you did not request this then you can ignore this email.

Your verification code: **40qc138**


Access UK Ltd, registered in England & Wales. Registration Number: 2343760.
Registered office: The Armstrong Building, 10 Oakwood Drive, Loughborough, LE11 3QF, UK

 Reply  Forward 

8. Copy and paste your verification code into the appropriate box and click “Verify my email address” (see image from previous step for reference). This will bring you to the password reset screen.



Set your password

 Please enter a new password to create your new account.

Email

@  @gmail.com

New password

 Enter your new password 

Your password must

- Be at least 10 characters long
- Not be a commonly used password

 Strength guide

[Set my password](#)

Supercharging Expense Management with AI

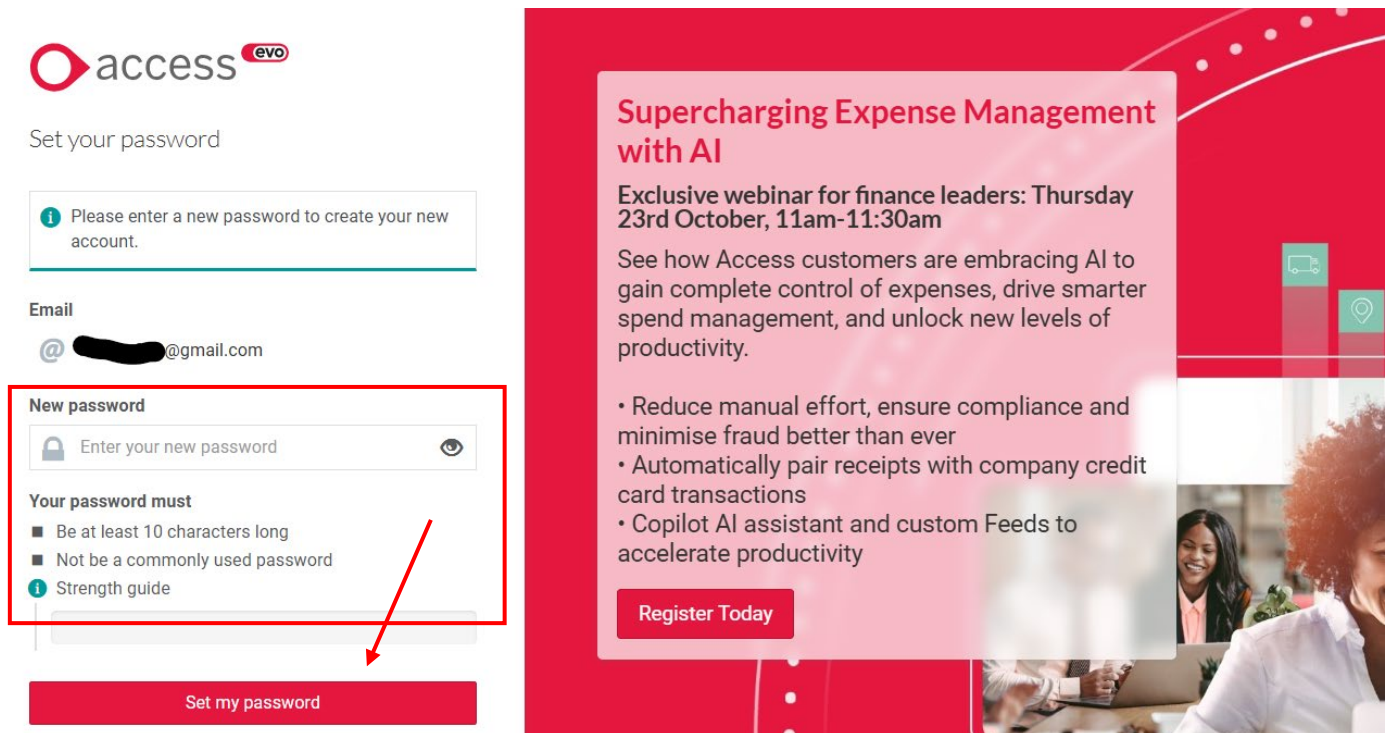
Exclusive webinar for finance leaders: Thursday 23rd October, 11am-11:30am

See how Access customers are embracing AI to gain complete control of expenses, drive smarter spend management, and unlock new levels of productivity.

- Reduce manual effort, ensure compliance and minimise fraud better than ever
- Automatically pair receipts with company credit card transactions
- Copilot AI assistant and custom Feeds to accelerate productivity

[Register Today](#)

9. Enter a new password, taking into consideration the requirements listed on screen. Then click “Set my password”.



The image shows the Access EVO password setup interface. On the left, the 'access evo' logo is at the top. Below it, the text 'Set your password' is displayed. A message box states: 'Please enter a new password to create your new account.' The 'Email' field is filled with a redacted address ending in '@gmail.com'. The 'New password' section is highlighted with a red box and contains a password input field with an eye icon, a 'Strength guide' link, and a list of requirements: 'Be at least 10 characters long' and 'Not be a commonly used password'. A red arrow points from the 'Set my password' button to the 'New password' section. On the right, a promotional banner for a webinar titled 'Supercharging Expense Management with AI' is shown, featuring a list of benefits and a 'Register Today' button.

access evo

Set your password

Please enter a new password to create your new account.

Email
@[redacted]@gmail.com

New password

Enter your new password

Your password must

- Be at least 10 characters long
- Not be a commonly used password

[Strength guide](#)

Set my password

Supercharging Expense Management with AI

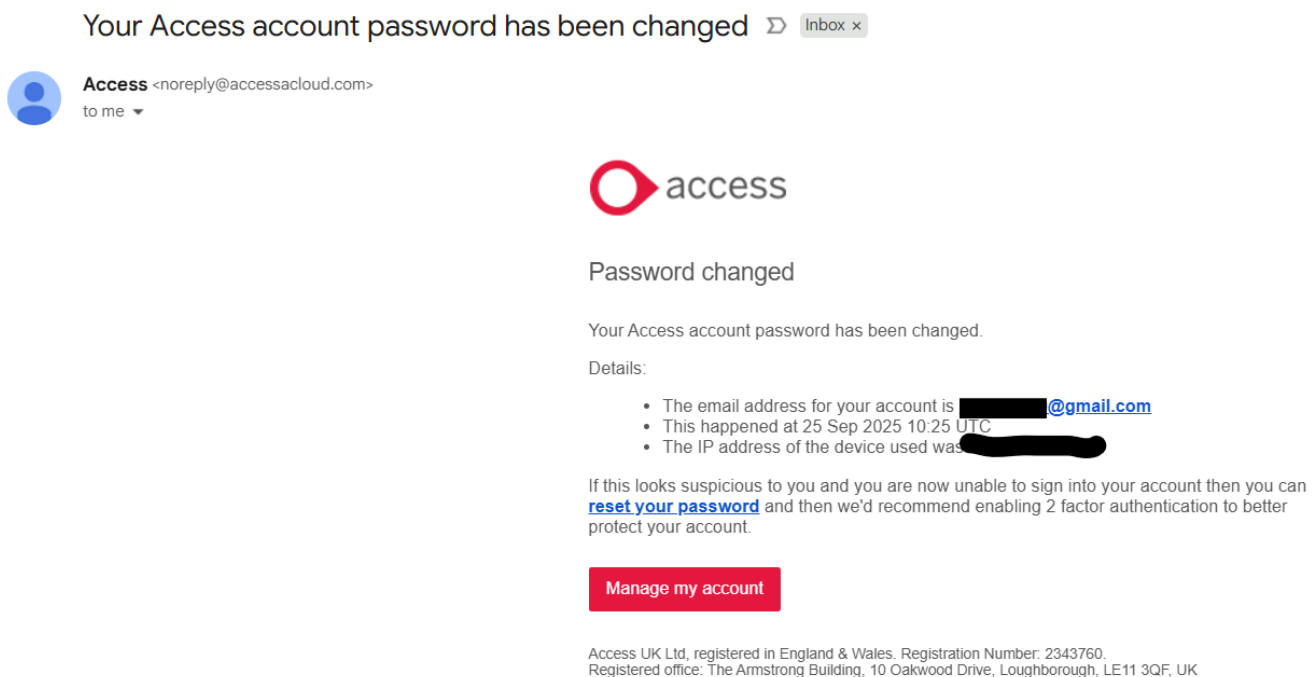
Exclusive webinar for finance leaders: Thursday 23rd October, 11am-11:30am

See how Access customers are embracing AI to gain complete control of expenses, drive smarter spend management, and unlock new levels of productivity.

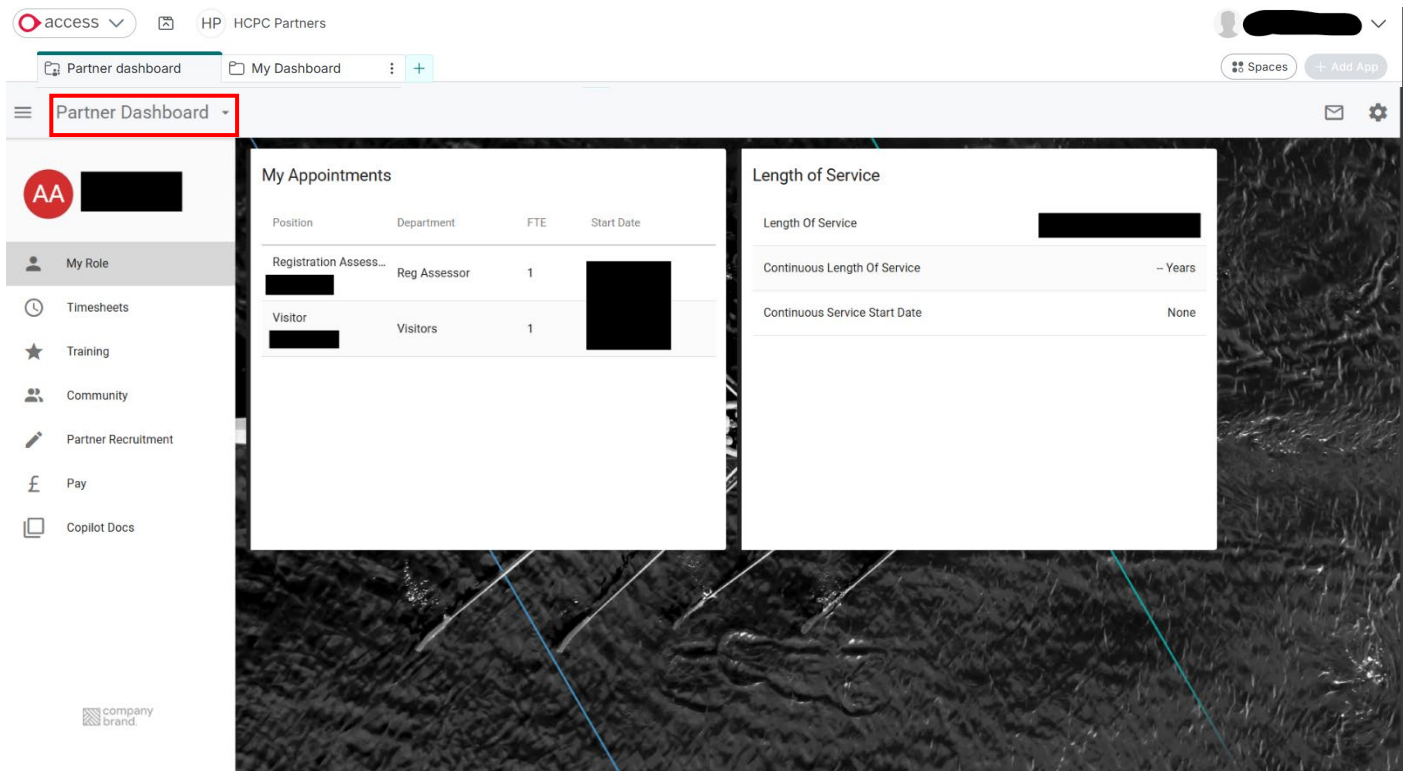
- Reduce manual effort, ensure compliance and minimise fraud better than ever
- Automatically pair receipts with company credit card transactions
- Copilot AI assistant and custom Feeds to accelerate productivity

Register Today

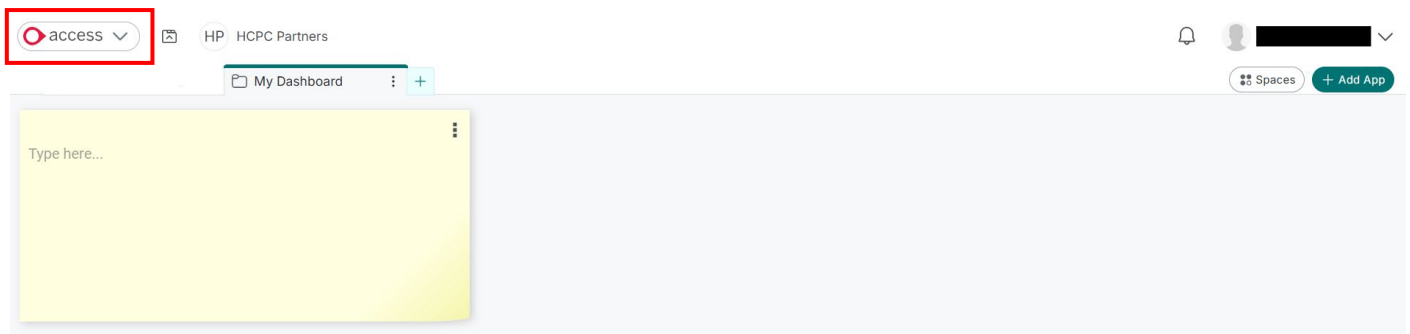
10. You will also receive an email confirming your password has been successfully changed.



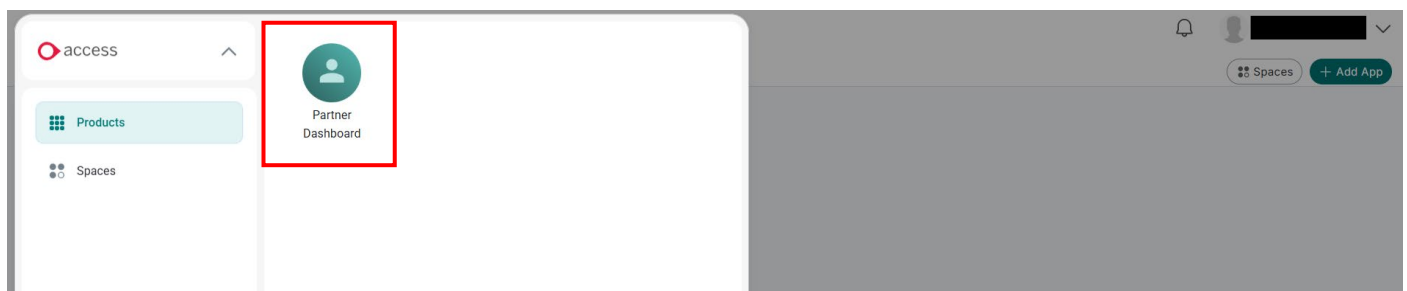
11. Once your password is created, you will be signed into your account and should land on the “Partner Dashboard”, as shown below. If this does not happen, continue following the remaining steps. If you do see the correct page, continue to step 15.



12. To navigate to the “Partner Dashboard” and regain access to the functionality you are already familiar with, simply click on the “Access” button in the top left corner of the screen.



13. Next, click on the “Partner Dashboard” icon as seen below.



14. You will now see a new tab containing the page you usually see when logging in. There are some minor changes which will be explained in other manuals. The next time you login to the Partner Portal, you will be returned to the page you were last on.

The screenshot shows the Partner Dashboard interface. At the top, there is a navigation bar with a search bar, a user profile icon, and a dropdown menu. Below the navigation bar, there is a tab bar with two tabs: "My Dashboard" and "Partner Dashboard". The "Partner Dashboard" tab is selected and highlighted with a red box. The main content area is divided into two sections: "My Appointments" and "Length of Service".

My Appointments

Position	Department	FTE	Start Date
Registration Assess...	Reg Assessor	1	01-Sep-2011
Visitor	Visitors	1	15-Nov-2023

Length of Service

Length Of Service
Continuous Length Of Service
Continuous Service Start Date

15. From now on, you will be able to login to your account using only your email, password and, if you have enabled it, your chosen method of authentication. See the separate manual on two-factor authentication for further information on how to enable this additional layer of security.