AHCA PORTAL
PASSWORD RESET
INSTRUCTION GUIDE

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1. **Request Password Reset**

From the AHCA Portal login screen select ‘Forgot Your Password?’

![AHCA Portal - Login](image)

2. **Enter User Name**

On the Password Recovery screen enter your User Name used to access the AHCA Portal.

![AHCA Portal - Password Recovery](image)

3. **Answer Security Question**

Enter the answer to your security question and select ‘Submit’. If you cannot answer your security question you will NOT be able to recover the password for your account.

![AHCA Portal - Password Recovery](image)
Once the security question has been successfully answered a confirmation page will display informing you that an email has been sent to the address of record for the account. Please check your email.

4. **Open Encrypted Email for Temporary Password**

Open the email from NoReply@ahca.myflorida.com with the subject *Encrypt – Single Sign On Website Technical Support*. Please check your Inbox and SPAM folders.

Download the attachment titled *message.html*. If you are asked to select a program to open the attachment, choose Internet Explorer, Mozilla Firefox, Google Chrome, or another internet browser.
5. **Request Passcode to View Encrypted Message**

The attachment will open in an internet browser. Select 'Don't want to sign in? Get a one-time passcode to view the message'.

A message displays indicating that a one-time passcode has been sent to your email account with a reference code. **Please check your email in a separate window or tab to obtain the passcode.**
6. **Open Email to Obtain Passcode**

Open the email from *Microsoft Office 365 Message Encryption* with the subject ‘Your one-time passcode to view the message’.

![Email with passcode](image1)

**Passcode: 60806918**

This passcode will expire within 15 minutes of the request. Type this passcode in the webpage where you requested it from to view your message.

7. **Enter Passcode to Open and View Temporary Password**

Return to the screen requesting your one-time passcode. Enter the passcode for the matching reference code. Select **Continue**.

![Email with passcode](image2)

**Passcode: 60806918**

We sent a passcode to sso_reset@yahoo.com.

Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.

Reference code: 5557

Passcode: [Enter Passcode]

[ ] This is a private computer. Keep me signed in for 12 hours.

CONTINUE

Didn't receive the passcode? Click here to get another one.
8. Log in using temporary password

Once the passcode has been successfully entered, the encrypted message with your temporary password for the AHCA portal will display.

Copy the temporary password from the encrypted email. Select the ‘Here’ link to return to the AHCA Portal login screen (https://apps.ahca.myflorida.com/SingleSignOnPortal).

Enter your user name and temporary password and select ‘Log In’.
9. **Create New Password for AHCA Portal**

The AHCA Portal – Portal Landing page will display. Select ‘Change Password’ to create a new password.

![AHCA Portal - Portal Landing](image1)

Enter the temporary password in the ‘Current Password’ field. Create a new password and select ‘Change Password’.

![AHCA Portal - Change Password](image2)

A success message will display once you have successfully created a new password. Select ‘Return to Portal Landing’ to use the AHCA portal.

![AHCA Portal - Change Password](image3)