



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 – LOGGING IN

1. Go to: <https://peach.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 in. At the top, it says "Login using your email address". Below this is a text input field with the placeholder text "Email". Underneath the input field is a blue button with the text "Submit" in white. At the bottom of the form area, 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

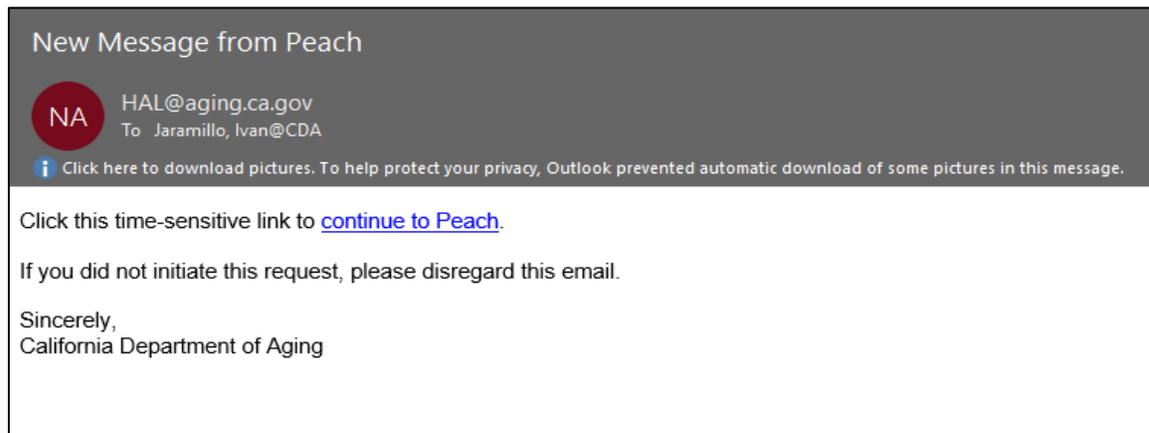
Please click the link we emailed you. If you do not receive it,

- 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.

The screenshot shows the CDA Portal Login Page. On the left, there is a dark blue sidebar with the CA.GOV logo and the text 'CDA Portal Login Page'. The main content area is white and contains the heading 'Continue login to Peach'. Below the heading, there is a label 'Enter your passphrase' followed by a text input field containing the word 'Passphrase'. A blue 'Submit' button is positioned below the input field. A link for 'Forgot passphrase' is located below the button. At the bottom of the page, the copyright notice '© 2021 - California Department of Aging' is visible.

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

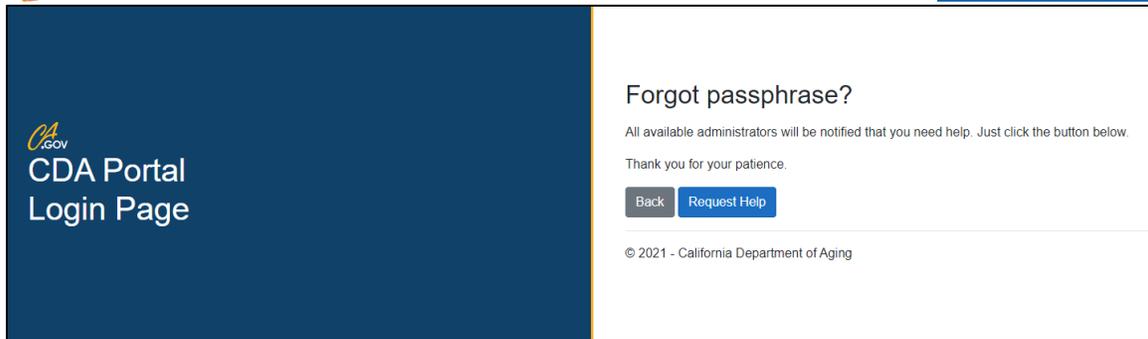
The screenshot shows the CDA Portal Login Page after a successful login. The sidebar on the left remains the same. The main content area now displays the heading 'Login Success'. Below this, a light blue banner contains the text: 'A recovery phone number helps you get assistance if you forget your passphrase.' Underneath the banner are two blue buttons: 'Update Recovery Phone' and 'Go to Application'. The copyright notice '© 2021 - California Department of Aging' is at the bottom.

SECTION II – FORGOTTEN PASSPHRASE

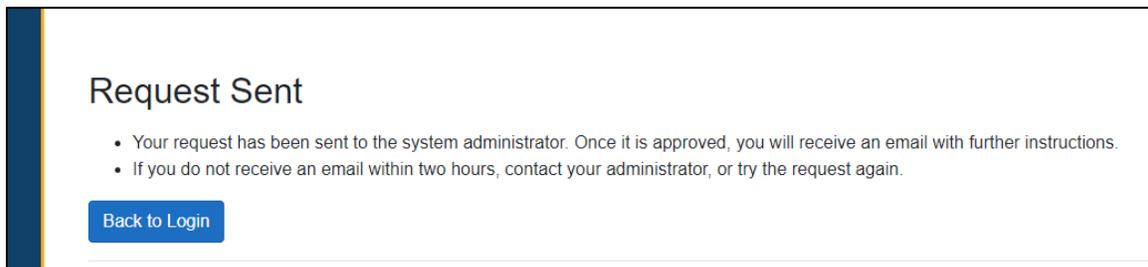
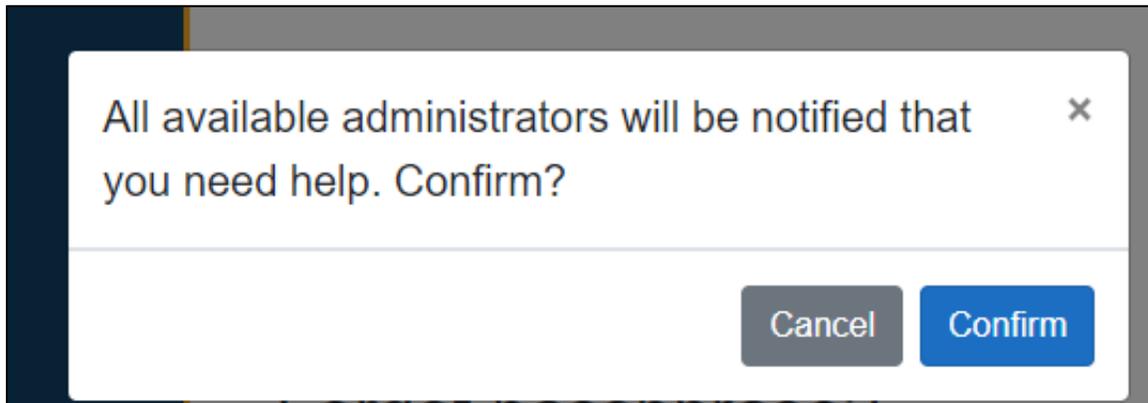
1. From the CDA Portal Login Page, select “Forgot Passphrase”.

This screenshot is identical to the one above, showing the 'Continue login to Peach' section of the CDA Portal Login Page. It includes the sidebar, the heading, the passphrase input field, the 'Submit' button, the 'Forgot passphrase' link, and the copyright notice.

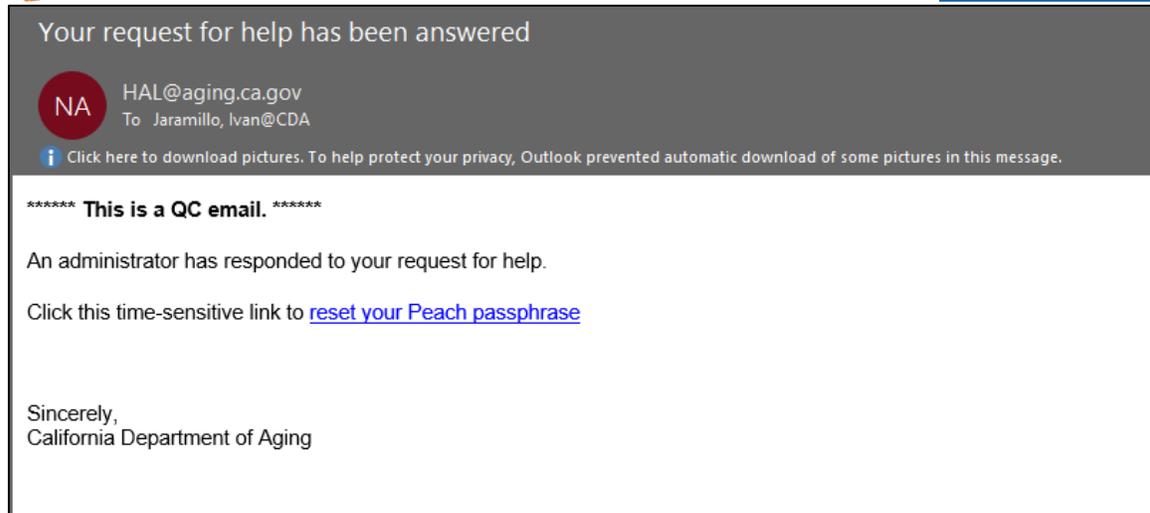
2. Select “Request Help”.



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.

Change Passphrase

New Passphrase

New Passphrase Confirm

[Submit](#)

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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 with newly created passphrase via the procedures in Section I.