



QUICK START GUIDE

FROM CONSUMER AFFAIRS WEBSITE

1. Go to www.pbcgov.com/consumer
2. Select Home Caregiver from the menu
3. Select “Apply for Caregiver ID Badge”
4. Select “Apply Here”

Sign Up (First Time Users)

1. Click on the “**Sign-Up**” link.

Please login to continue

User Name

Password:
Enter your password

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Keep me signed in on this device!

1 [SIGN-UP](#) [FORGOT PASSWORD?](#)

LOGIN

2. The following screen will display.

Please fill the data below to create your user account.

Email *

Email is required

First Name *

First Name is required

Last Name *

Last Name is required

Sign-Up

3. Enter your **Email**.
4. Enter your **First Name**.
5. Enter your **Last Name**.
6. Click on the “**Sign-Up**” button.

Please fill the data below to create your user account.

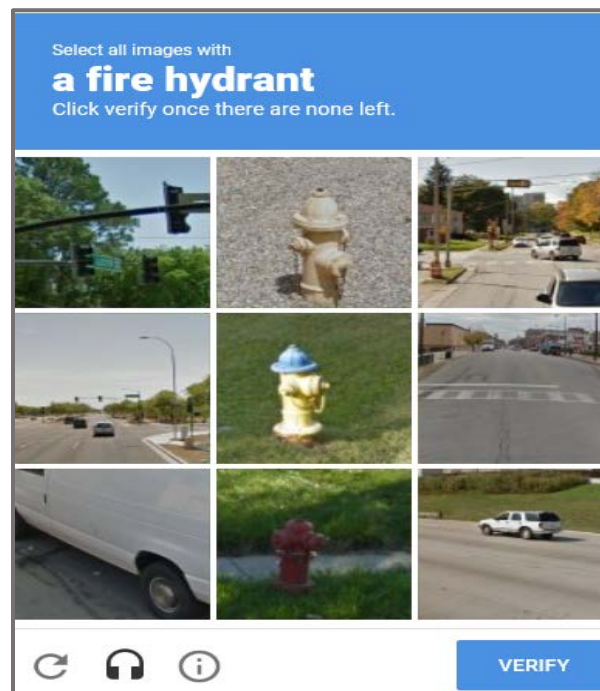
3 Email *

4 First Name *

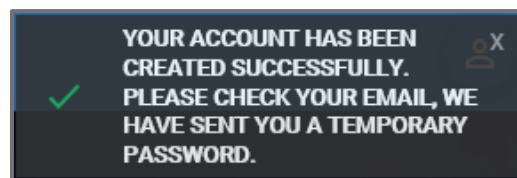
5 Last Name *

6 **Sign-Up**

7. Select the images as instructed on the security screen, if prompted.



8. The following message will display on the top right-hand- side of your screen.



9. Enter your **User Name**. (The **User Name** is your Email Address).
10. Enter the **Temporary Password** (check your e-mail account). Delivery may take a few minutes. (TIP: Check to make sure it wasn't delivered to your spam or trash folder)
11. Click on the "**Login**" button.

The screenshot shows a login form titled "Please log in to continue". It has a blue header with a lock icon. Below the header, there are two input fields: "User Name" and "Password:". The "User Name" field is annotated with a red circle containing the number 9, and the "Password:" field is annotated with a red circle containing the number 10. At the bottom right, there is a "LOGIN" button with a lock icon, annotated with a red circle containing the number 11. Below the input fields, there is a checkbox labeled "Keep me signed in on this device!". At the bottom left, there are two links: "SIGN-UP" and "FORGOT PASSWORD?". In the center, there is a footer: "PBC Portal - Secured by Enterprise Connect © 2014 Palm Beach County".

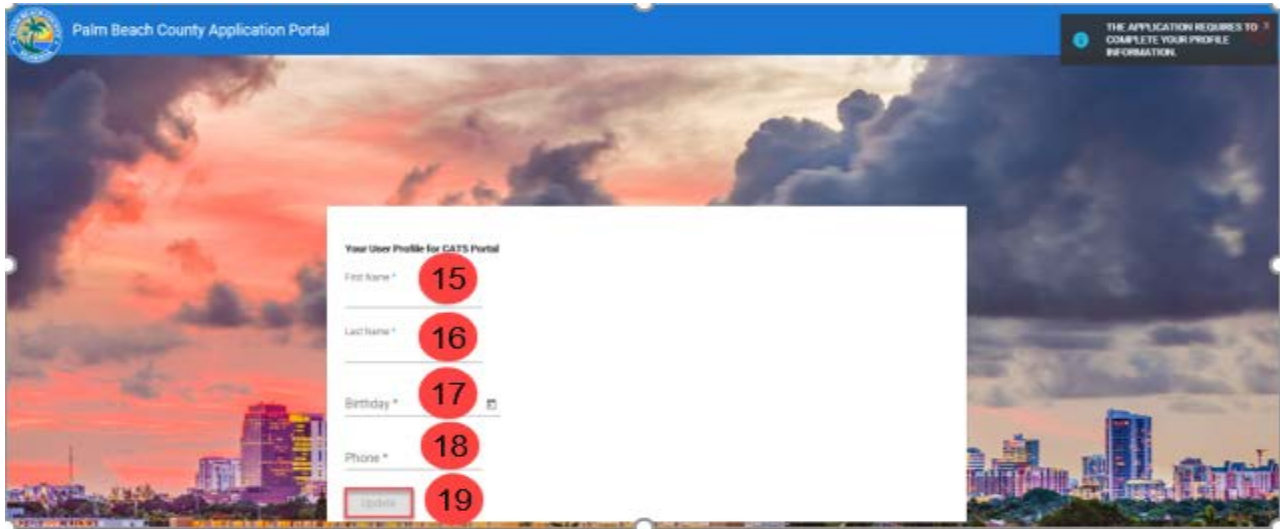
The following screen will display.

12. Enter a **New Password**.
13. Confirm **New Password**.
14. Click on "**Save New Password.**"

The screenshot shows a "New Password" page titled "Please login to continue". It has a blue header with a lock icon. Below the header, there are two input fields: "New Password" and "Confirm Password (show passwords)". The "New Password" field is annotated with a red circle containing the number 12, and the "Confirm Password" field is annotated with a red circle containing the number 13. To the right of the "New Password" field, there is a "Strength:" indicator with a red progress bar. At the bottom right, there is a "SAVE NEW PASSWORD" button, annotated with a red circle containing the number 14. Below the input fields, there is a checkbox labeled "Keep me signed in on this device!". At the bottom left, there are two links: "SIGN-UP" and "FORGOT PASSWORD?". In the center, there is a footer: "PBC Portal - Secured by Enterprise Connect © 2014 Palm Beach County".

The following screen will display.

15. The **First Name** will display by default.
16. The **Last Name** will display by default.
17. Enter your **Birthday**.
18. Enter your **Phone Number**.
19. Click on the **“Update”** button.



20. Click on the **“Home Caregiver”** button.
21. Follow instructions and prompts in the portal.

