

The Quality Award Portal: Favorites List – Corporate Account Administrator

As a Corporate Account Administrator, you can see all the centers that are under your corporation. If you would like, you can also create a sub-list (favorites list) of some of the centers in your corporation.

1. If you aren't already under your corporation's portal use the **building icon** to get there. Do not select the option with "General", simply select the name of your corporation and click **Go**.

Environment: BACKUP You are viewing the system as Christine Wilson

AHCA NCAL User Dashboard

Welcome Christine Wilson

1. To get started, click **Access to a Center/Corporation** on the right.
2. Once your access to a center/corporation is approved, click on the building icon next to **User Dashboard** at the top of the page to go to your center/corporation's page.
3. If you are an Examiner, click on **Examiner** in the upper right hand corner. To access Examiner Documents, click on your first initial in the upper right hand corner and select Examiner Resources.

For assistance, click on your first initial in the upper right hand corner and click **Help**.

MY CENTER/CORPORATION MY EXAMINER APPLICATIONS (0)

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From	
Open	Christine Wilson	CW Test Corporation #1	06/05/2019	Approved	Corporate Account Administrator	AHCA/NCAL Administrator

2. This will bring you to your corporation's main portal. Once you are under your corporation's portal, click on **List of Centers** to see all the centers under your corporation.

AHCA NCAL Applications Payment

CW Test Corporation #1 Portal

123 Main St.
Alexandria VA 22305

DESCRIPTION OF TABS LISTED BELOW

Apply: All awards your center(s) are currently eligible to apply for. Not available for center associates.

Current Applications: All applications your center(s) are currently working on.

Award History: Past award history for your center(s).

Access Requests for Approval: A list of all requests for access that need your approval. Not available for center contacts and center associates.

Center/Corporation Users: A list of all users connected to this center/corporation.

For assistance, click on your first initial in the upper right hand corner and click **Help**.

The optional 2021 Intent to Apply payment is due by 8pm ET on November 12, 2020.

APPLY (0) CURRENT APPLICATIONS (0) AWARD HISTORY ACCESS REQUESTS FOR APPROVAL (1) CENTER/CORPORATION USERS (11)

Year	Type	Organization / Group	Primary Center Contact	Level	ITA Deadline	Deadline
No Results Found						

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List of Centers under Corporation

Center Name	Favorite Name	Address	City	State / Province	Zip Code
1 CW Test Center A	CW Test Corporation #1 - General	123 Main St.	Alexandria	VA	22305
2 CW Test Center B	CW Test Corporation #1 - General	123 Main St.	Alexandria	VA	22305
3 CW Test Center C	CW Test Corporation #1 - General	123 Main St.	Alexandria	VA	22305
4 CW Test Center D	CW Test Corporation #1 - General	123 Main St.	Alexandria	VA	22305

If you need help adding or removing centers from your corporation’s list check out our help document - *Adding Removing Centers - Corporate Account Administrator*.

3. Click on **Favorites** to create a favorite list.

4. Click **Add** to create a new favorite list.

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5. Give your list a name and click **Submit**.

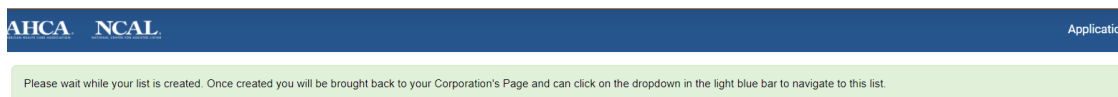
The screenshot shows a form titled "Instructions" with the text "Please enter a name for your Favorites list." Below the instructions is a text input field labeled "* Name of Favorites List". At the bottom right of the form is a yellow "Submit" button.

6. Select the centers that you want on your list and click **Update**.

Note: adding centers to your favorites list will remove them from your other favorites lists. All centers are visible under your corporation's main portal.

The screenshot shows the "CW Test Corporation #1 - CW TEST" page. It includes instructions: "1. To add another center to this list, select the desired center(s) under the Added Centers section. 2. Click Update to add the selected center(s) to this list. 3. To change the name of this list, edit Name of Favorites List. To save the change, click Update." Below the instructions is a text input field for the list name, currently containing "CW TEST". Under "Current Centers" is a table with no entries. Under "Add Centers" (marked with a red "1"), there are four checkboxes, each followed by a center name and address: "CW Test Center A - 123 Main St., Alexandria, VA 22305 (General)", "CW Test Center B - 123 Main St., Alexandria, VA 22305 (General)", "CW Test Center C - 123 Main St., Alexandria, VA 22305 (General)", and "CW Test Center D - 123 Main St., Alexandria, VA 22305 (General)". At the bottom right are "Update" and "Back to Manage Favorites" buttons, with a red "2" next to the "Update" button.

When the update is complete, you will receive the following message. It will automatically redirect you back to your Corporation's Page.



7. To get to your favorites list, use the **building icon** to get there. Do not select the option with "General", simply select the name of your corporation and click **Go**.

The screenshot shows the user dashboard for Christine Wilson. The top navigation bar includes "User Dashboard", a building icon (marked with a red "1"), a lock icon, a bell icon, and a refresh icon. A dropdown menu is open from the building icon, showing "ORGANIZATIONS" with three items: "User Dashboard" (checked), "CW Test Corporation #1", and "CW Test Corporation #1 - General" (marked with a red "2"). Below the dashboard, there is a "Welcome Christine Wilson" message and three numbered instructions: "1. To get started, click Access to a Center/Corporation on the right.", "2. Once your access to a center/corporation is approved, click on the building icon next to User Dashboard at the top of the page to go to your center/corporation's page.", and "3. If you are an Examiner, click on Examiner in the upper right hand corner. To access Examiner Documents, click on your first initial in the upper right hand corner and select Examiner Resources." At the bottom, it says "For assistance, click on your first initial in the upper right hand corner and click Help."