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**.

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.
The Quality Award Portal: Favorites List – Corporate Account Administrator

List of Centers under Corporation

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.
The Quality Award Portal: Favorites List – Corporate Account Administrator

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

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.*

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**.