

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 in the [Quality Award Portal](#). 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**. This will bring you to your corporation's main portal.

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
Christine Wilson	CW Test Corporation #1	06/05/2019	Approved	Corporate Account Administrator	AHCA/NCAL Administrator

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

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**.

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

Manage Favorites

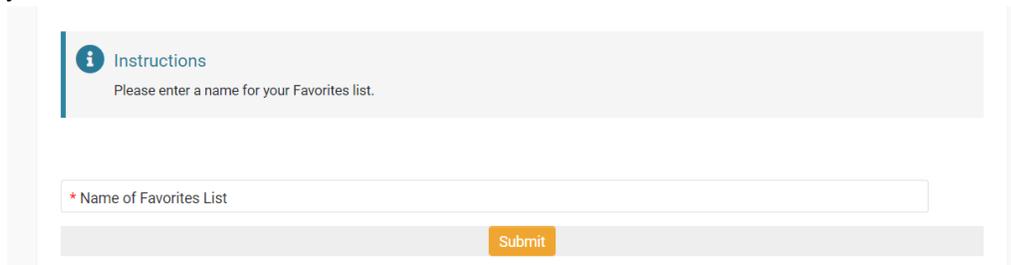
Instructions

1. To create a new Favorites List click **Add**.
2. To add a new center to an existing list click **Edit**.
3. To modify the name of a Favorites List click **Edit**.

Favorites
Quality Award Care Corporation-General

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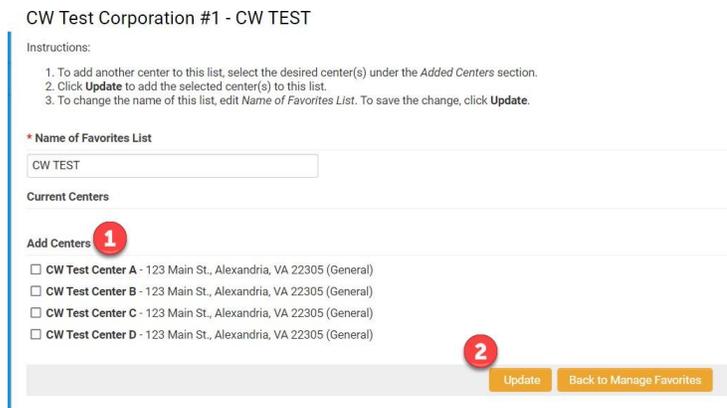
4. Give your list a name and click **Submit**.



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" and a yellow "Submit" button.

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

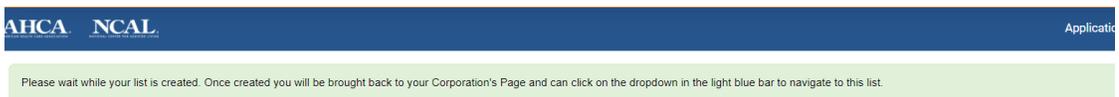
Note: adding centers to your favorites list will remove them from your other favorites lists. All centers are visible under your corporation's main portal.



The screenshot shows a form titled "CW Test Corporation #1 - CW TEST" with the following sections:

- Instructions:**
 - To add another center to this list, select the desired center(s) under the *Added Centers* section.
 - Click **Update** to add the selected center(s) to this list.
 - To change the name of this list, edit *Name of Favorites List*. To save the change, click **Update**.
- * Name of Favorites List:** A text input field containing "CW TEST".
- Current Centers:** A section with no visible content.
- Add Centers:** A section with a red "1" in a circle. It contains four checkboxes, each followed by the text "CW Test Center [A-D] - 123 Main St., Alexandria, VA 22305 (General)".
- Buttons:** A yellow "Update" button and a grey "Back to Manage Favorites" button. A red "2" in a circle is placed over 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.



6. To get to your favorites list, use the **building icon** to get there.

