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.

2. Click on Favorites to create a favorite list.

3. Click Add to create a new favorites list.
4. Give your list a name and click **Submit**.

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.

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.  
   **Note:** favorites list is alphabetized.