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 **User Dashboard dropdown** feature to get there. **Do not** select the option with “General”, simply select the name of your corporation.

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 Corporate

<table>
<thead>
<tr>
<th>Center Name</th>
<th>Favorite Name</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Center1</td>
<td>1234 Platt Street</td>
<td>Phoenix</td>
</tr>
<tr>
<td>2</td>
<td>Center2</td>
<td>123 Lake Ave.</td>
<td>Phoenix</td>
</tr>
<tr>
<td>3</td>
<td>Center3</td>
<td>1234 Thomas Circle</td>
<td>Denver</td>
</tr>
</tbody>
</table>

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.

Quality Award Care Corporation Portal

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

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 other favorites lists. All centers are visible under your corporation’s main portal.

When the update is complete, you will receive the following message. You can click on the hyperlink in the message to continue managing your favorites lists or you can click **Applications** to return to your corporation’s main page.
The Quality Award Portal: Favorites List – Corporate Account Administrator

7. To get to your favorites list click on the **User Dashboard** dropdown and select your list.

![User Dashboard dropdown and selected list](image_url)