

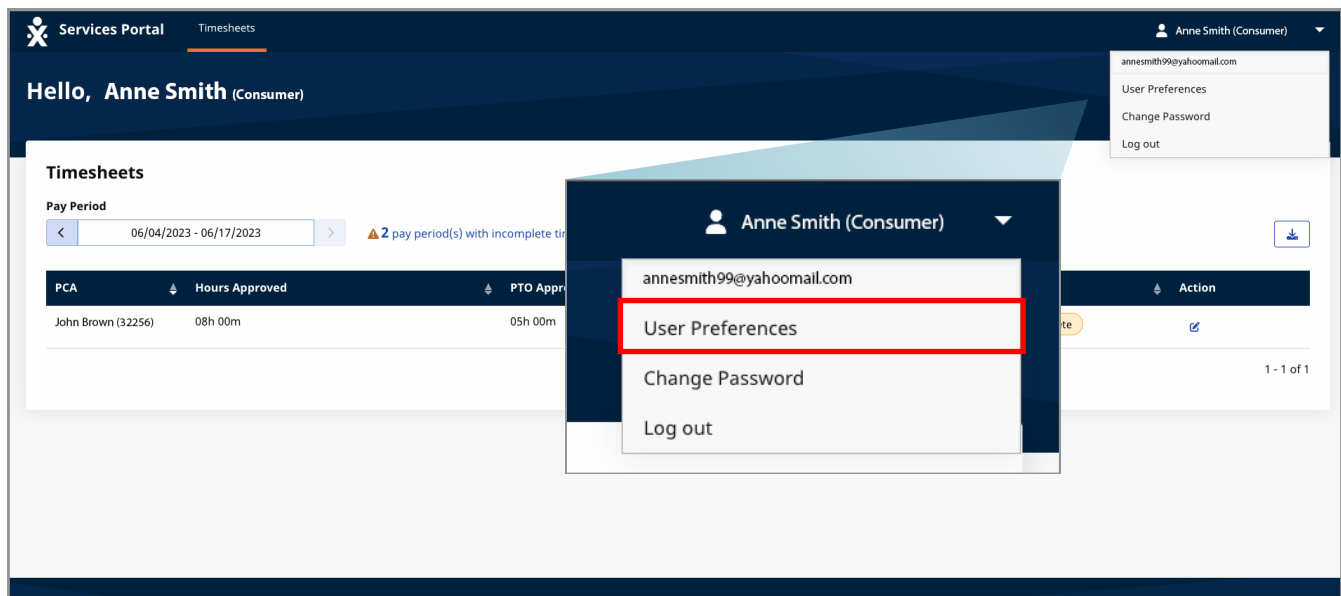
# Quick Start Guide

## For Changing Your Language in the EVV Portal

To change your language in the EVV Portal, please follow these steps:

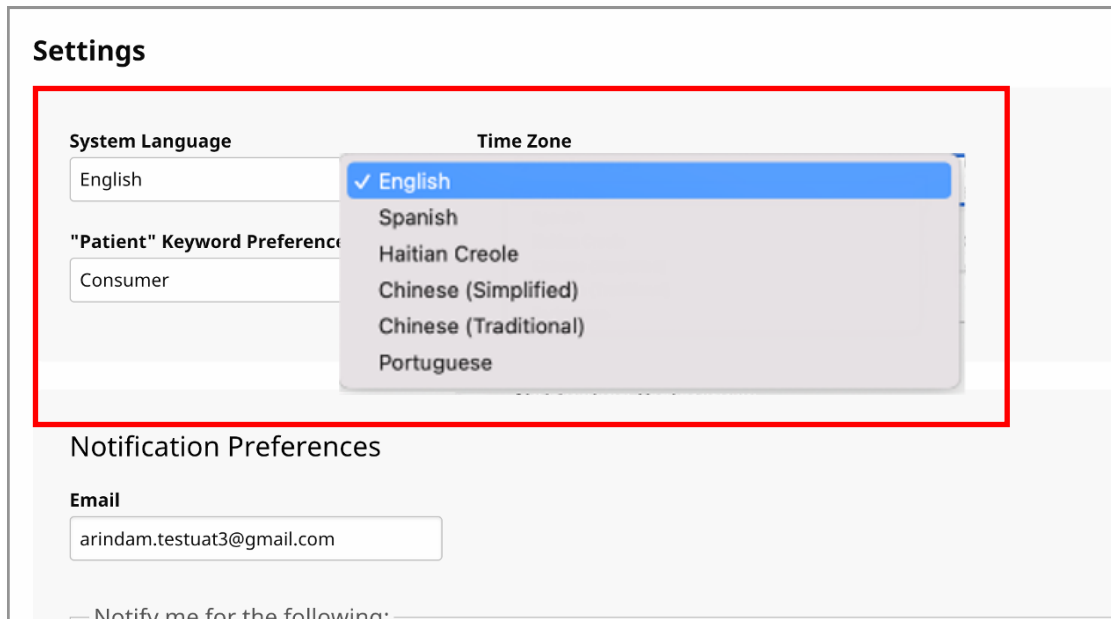
### 1 Step 1 - User Preferences

Log into the EVV Portal (see the “Logging Into the Portal” Quick Start Guide). Click your **Name** or the arrow in the upper right corner of the screen. Then, click **User Preferences**.



## 2 Step 2 - System Language

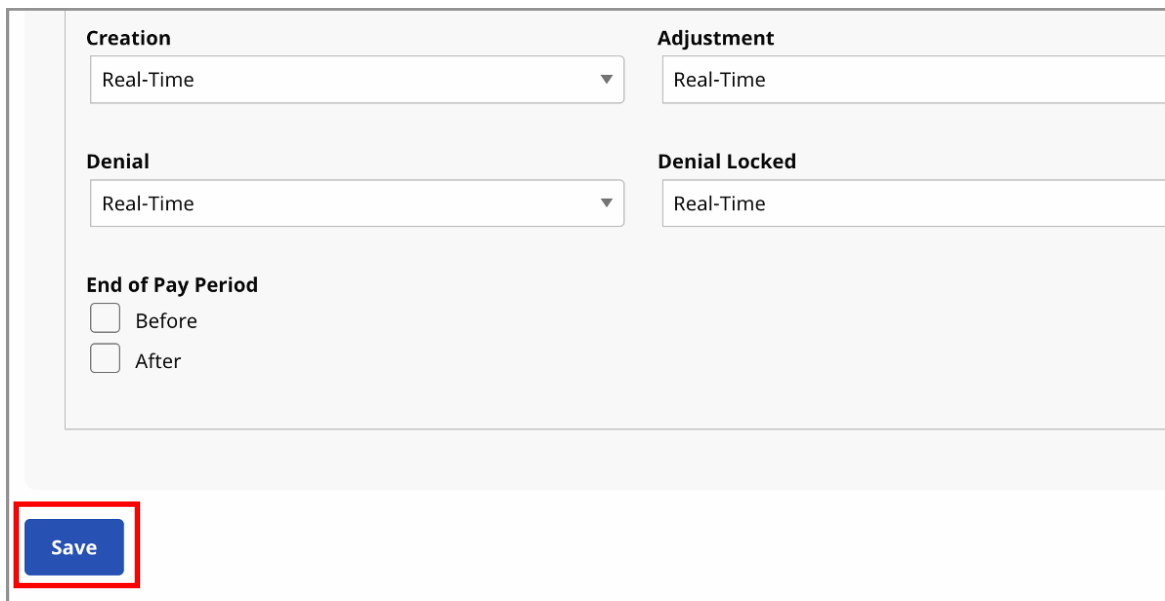
Under **Settings** click the **System Language** box. Select your language from the drop-down menu.



The screenshot shows the 'Settings' page. A red rectangle highlights the 'System Language' and 'Time Zone' section. The 'System Language' dropdown menu is open, showing a list of languages: English (selected with a checkmark), Spanish, Haitian Creole, Chinese (Simplified), Chinese (Traditional), and Portuguese. Below this, the 'Notification Preferences' section is visible, including an 'Email' field with the address 'arindam.testuat3@gmail.com' and a partially visible 'Notify me for the following:' section.

## 3 Step 3 - Save Your Choice

Click the **Save** button to save your language choice.



The screenshot shows the 'Settings' page with various configuration options. The 'Creation' dropdown is set to 'Real-Time', 'Adjustment' is 'Real-Time', 'Denial' is 'Real-Time', and 'Denial Locked' is 'Real-Time'. Under 'End of Pay Period', both 'Before' and 'After' checkboxes are unchecked. A red rectangle highlights the 'Save' button at the bottom left of the form.

**You can now change the language used in the EVV Portal.**