Quick Start Guide

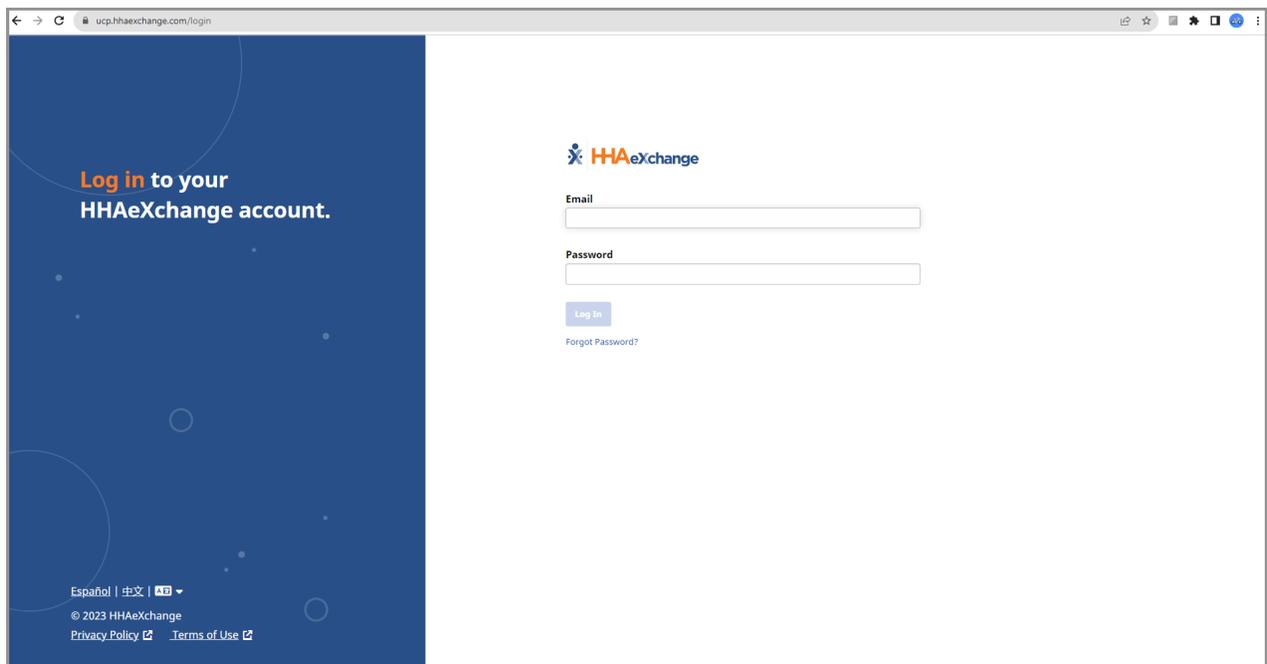## Saving a Favorite/Bookmark in a Desktop Browser

Create a favorite or bookmark to help you easily find the EVV Portal and Tempus FI EVV website. The steps might vary slightly depending on the browser you're using, but here's a general guide on how to save a favorite:

1 | Step 1 - Open a Webpage

Navigate to the website or webpage that you want to save as a favorite:
TempusUnlimited.org/EVV
https://ucp.hhaexchange.com/login
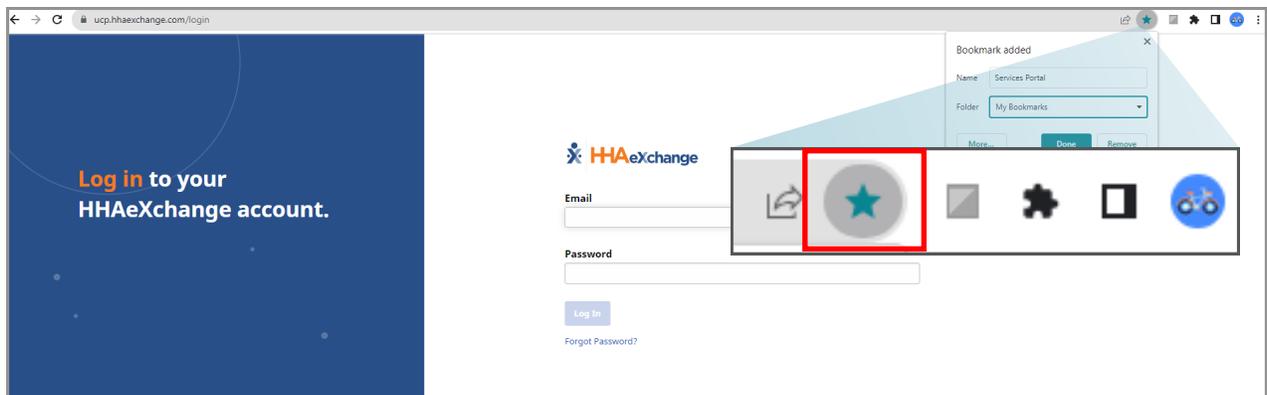
For Google Chrome:
- Click on the star icon in the address bar. It will turn blue, indicating that the page has been bookmarked.

For Mozilla Firefox:
- Click on the star icon in the address bar. It will turn yellow, indicating that the page has been bookmarked.
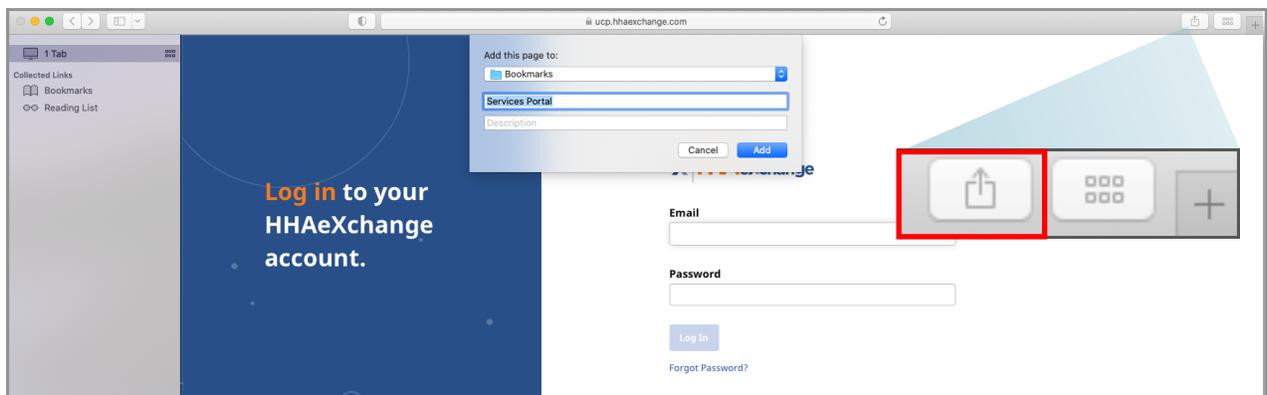
For Microsoft Edge:
- Click on the star icon in the address bar. It will turn white with a blue outline, indicating that the page has been bookmarked.
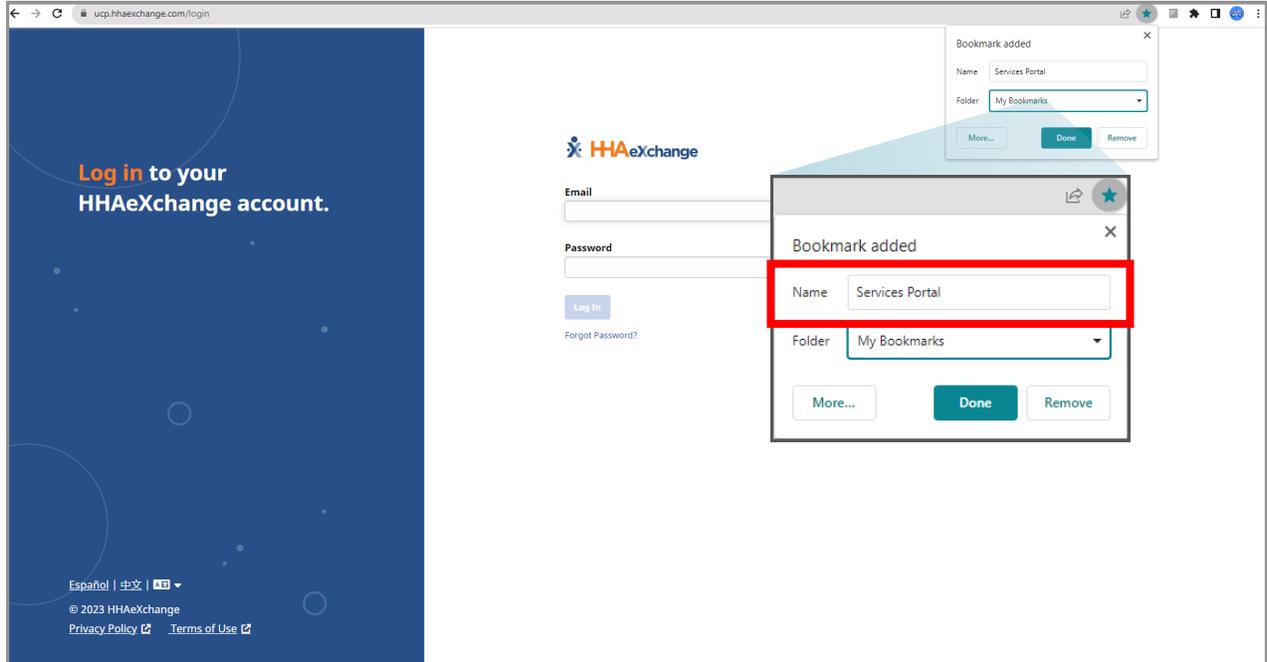

For Safari:
- Click on the **Share** button (the box with an arrow) in the top bar.
- Select **Add Bookmark** from the dropdown menu.
- Choose the location where you want to save the bookmark and click **Add**.
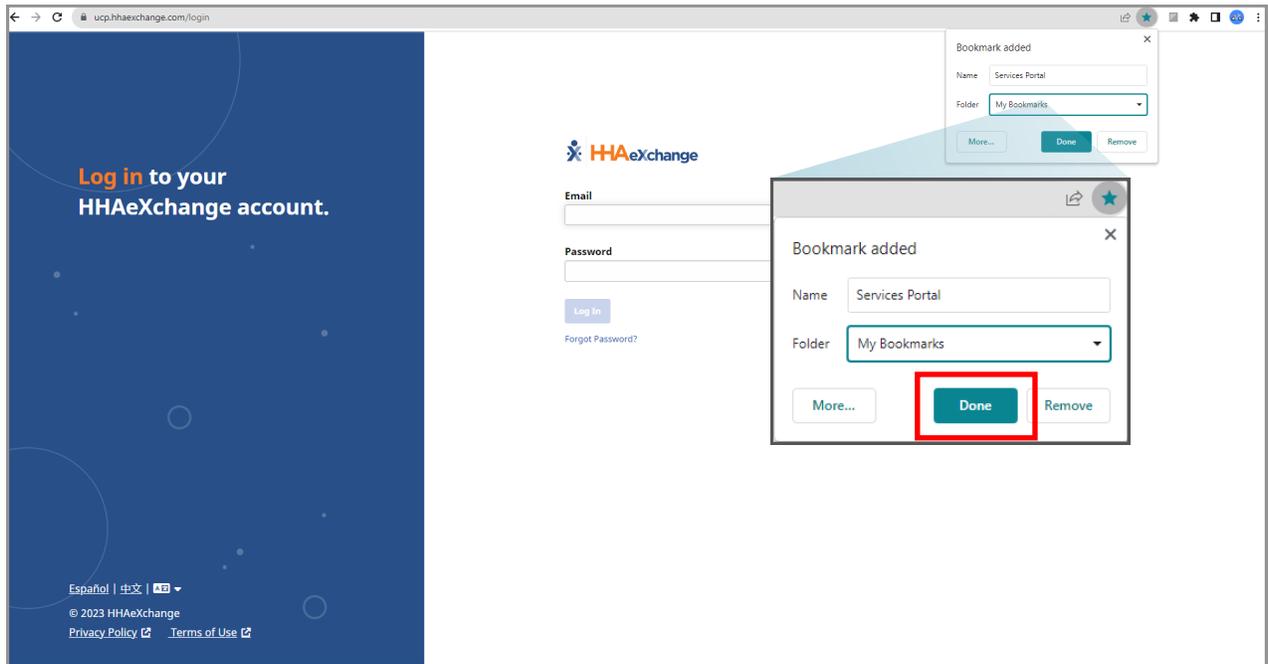
In most browsers, a bookmarking dialog will appear after you click the star icon or use the keyboard shortcut. You can edit the bookmark's name and choose a folder to save it in. Some browsers also allow you to add tags or keywords for better organization.
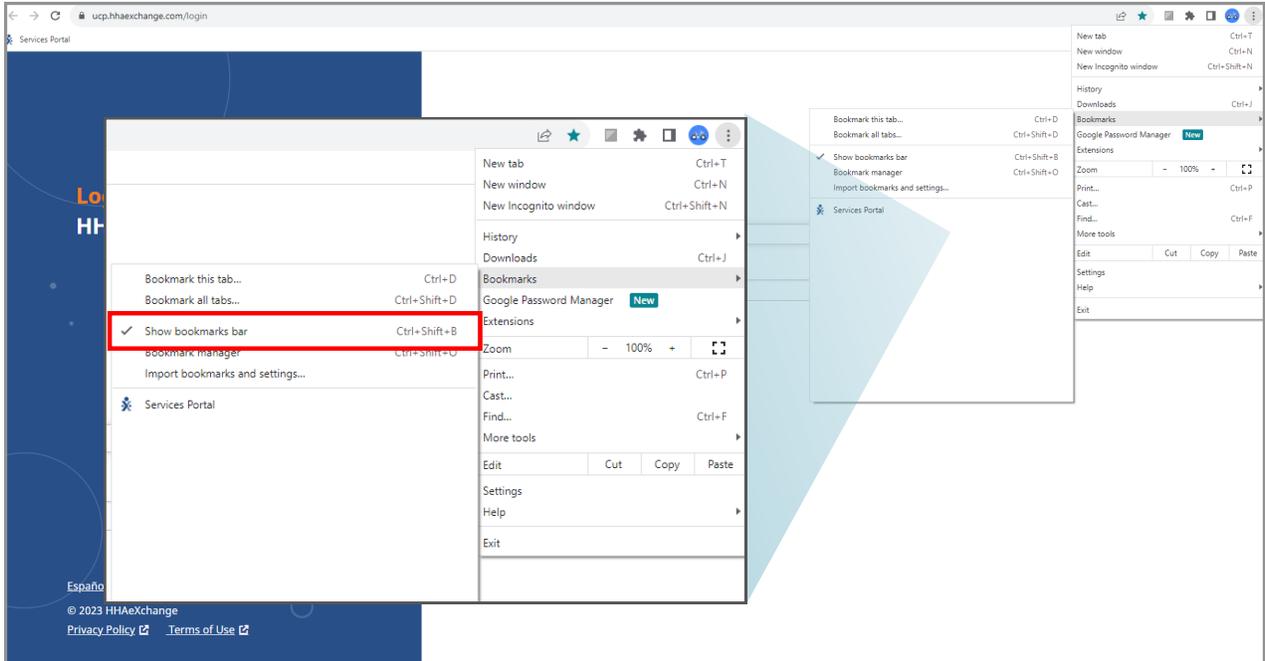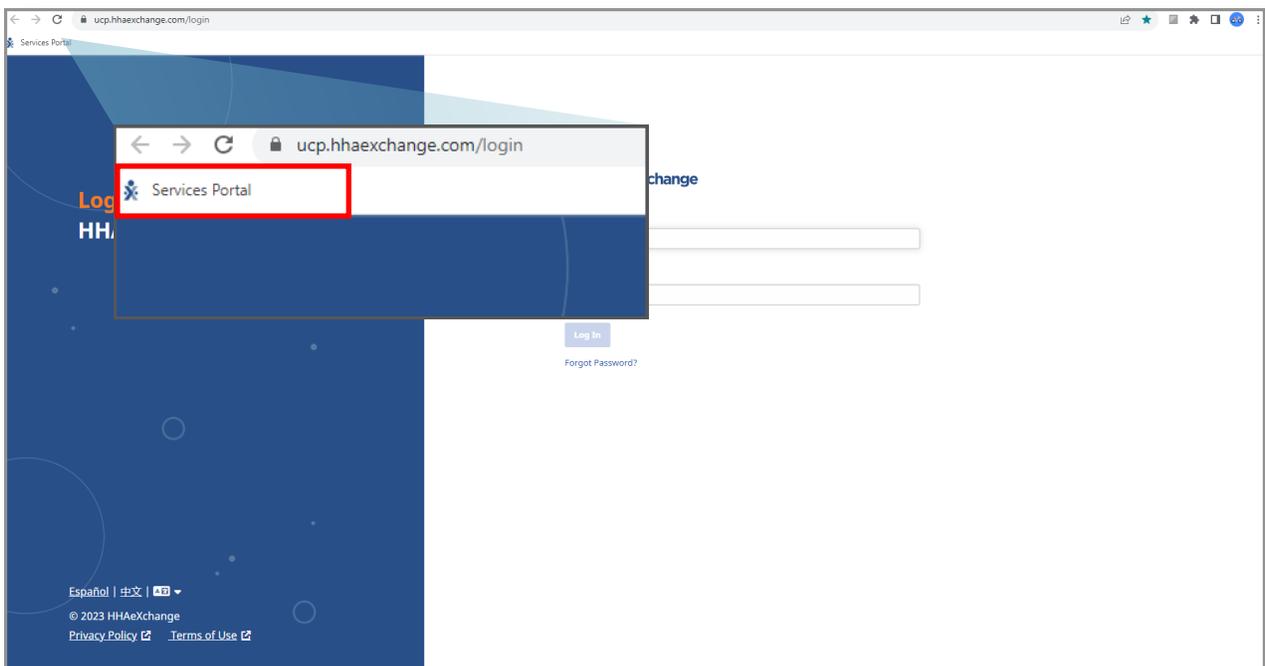
Click the **Save** button or press Enter to save the bookmark.

To access your saved bookmarks, most browsers have a bookmarks or favorites menu or toolbar. You can usually find it near the top of the browser window. Clicking on this menu will display your saved bookmarks, allowing you to quickly navigate to your favorite websites.

When your bookmark toolbar is turned on you will be able to see your saved bookmark at the top of your screen.

Remember that the exact steps might differ slightly based on the browser version you're using. If you're using a browser not mentioned here, the process is likely to be similar.

You can now save a bookmark or favorite the EVV Portal.