

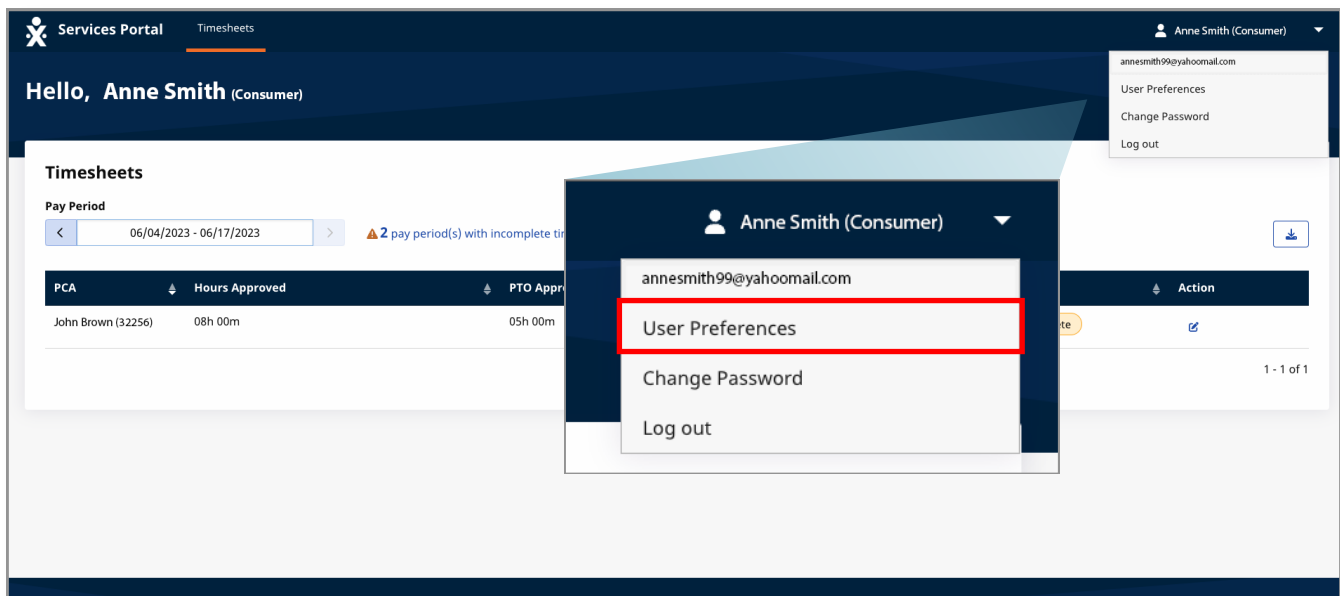
Quick Start Guide

For Changing Your Language in the EVV Portal

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

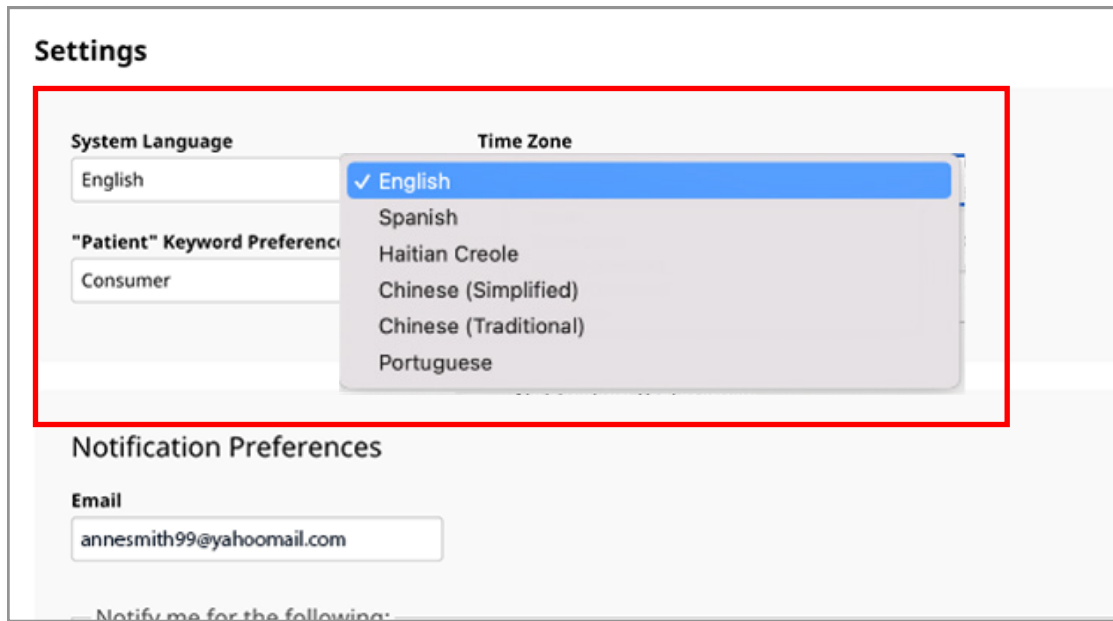
1 Step 1 - User Preferences

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



2 Step 2 - System Language

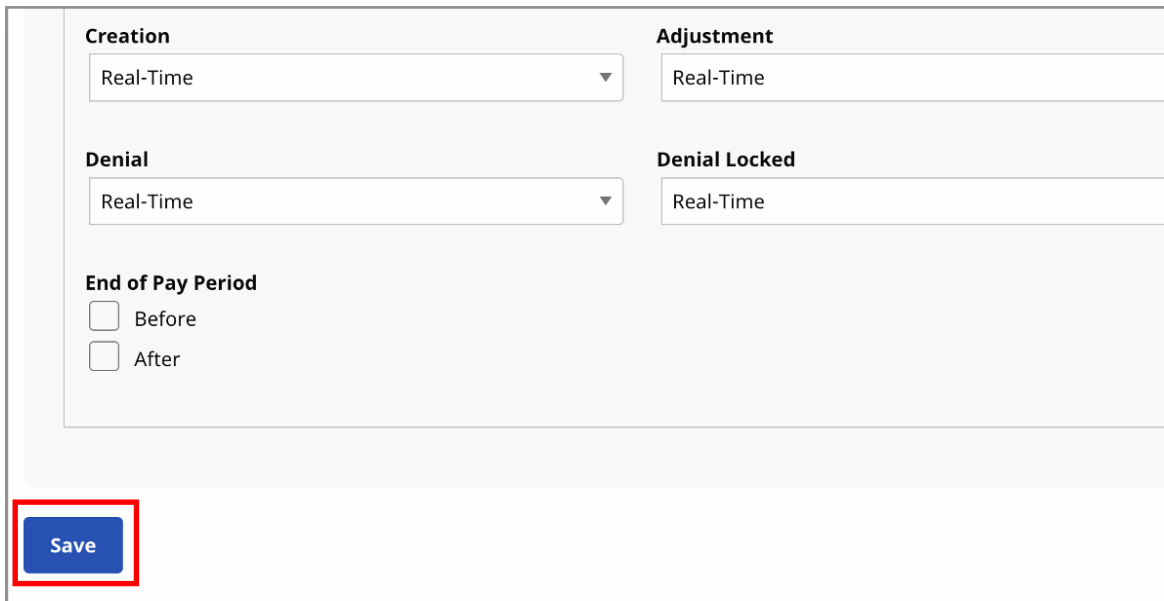
Under **Settings** click the **System Language** box. Select your language from the drop-down menu.



The screenshot shows a 'Settings' page with a red box highlighting the 'System Language' dropdown menu. The menu is open, showing options: English (checked), Spanish, Haitian Creole, Chinese (Simplified), Chinese (Traditional), and Portuguese. Below the dropdown, the 'Time Zone' field is visible. Further down, the 'Notification Preferences' section shows an 'Email' field with the address 'annesmith99@yahoo.com' and a 'Notify me for the following:' label.

3 Step 3 - Save Your Choice

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



The screenshot shows the 'Settings' page with a red box highlighting the 'Save' button at the bottom left. The page contains several dropdown menus: 'Creation' (Real-Time), 'Adjustment' (Real-Time), 'Denial' (Real-Time), and 'Denial Locked' (Real-Time). There are also radio buttons for 'End of Pay Period' with options 'Before' and 'After'.

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