

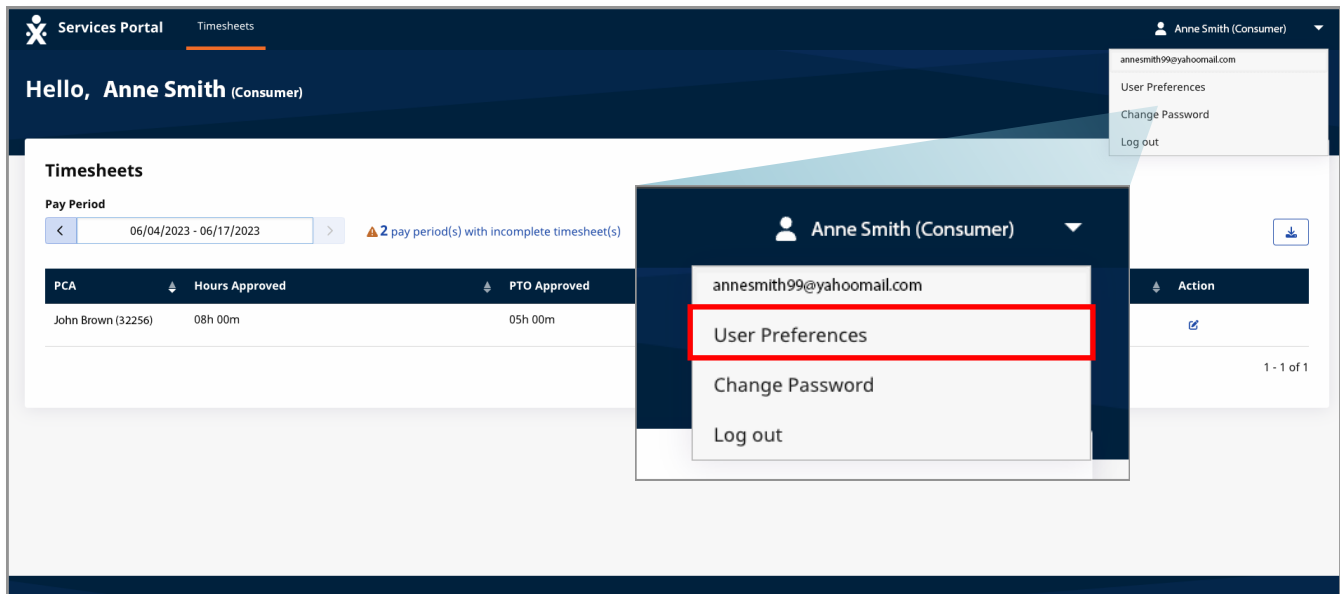
Quick Start Guide

For Changing Your Language in the EVV Portal

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

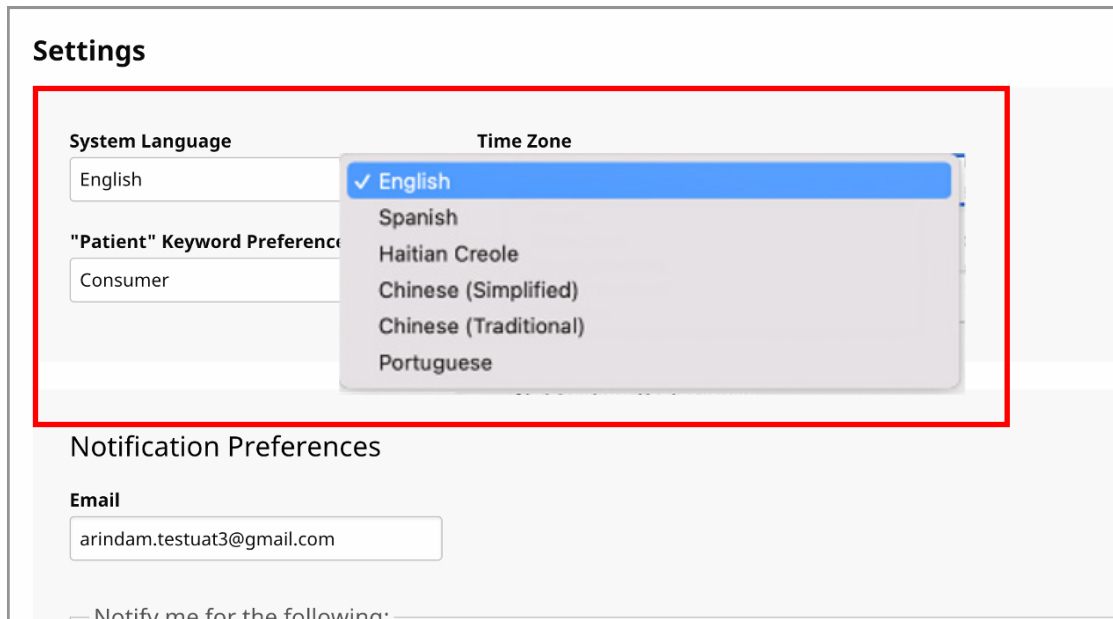
1 Step 1 - User Preferences

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

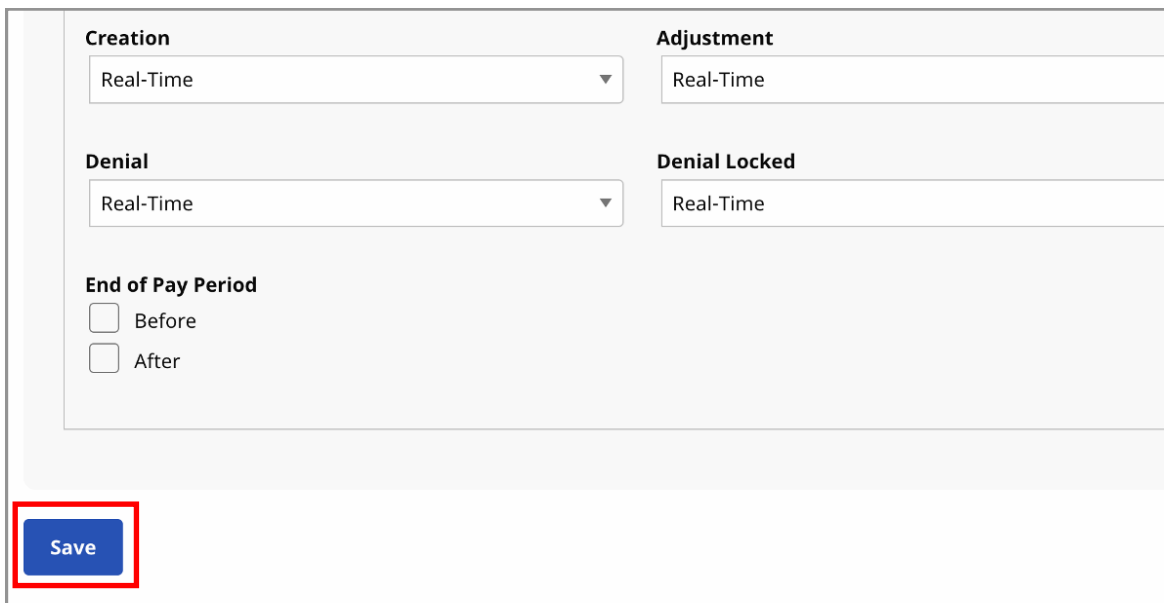
Under **Settings** click the **System Language** box. Select your language from the drop-down menu.



The screenshot shows 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. Other settings visible include 'Time Zone', '"Patient" Keyword Preference' (Consumer), and 'Email' (arindam.testuat3@gmail.com).

3 Step 3 - Save Your Choice

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



The screenshot shows the bottom of the settings page with a red box highlighting the 'Save' button. Other settings visible include 'Creation' (Real-Time), 'Adjustment' (Real-Time), 'Denial' (Real-Time), 'Denial Locked' (Real-Time), and 'End of Pay Period' (Before/After).

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