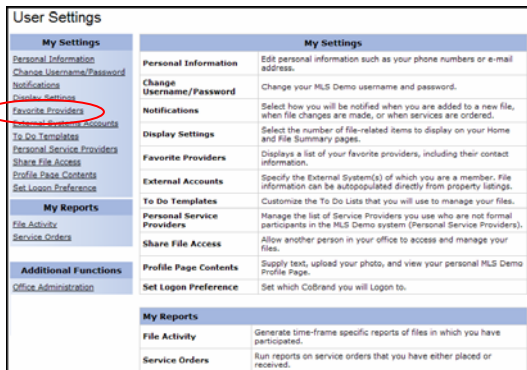


# Adding Favorite Providers/Participants

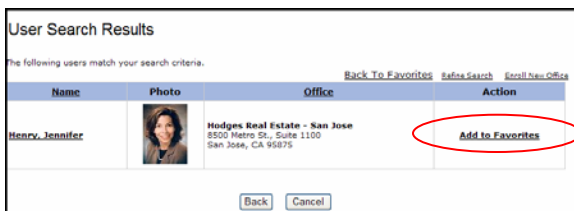
1. Go to the logon page and enter you user name and password then click **Logon**.



3. Click on the **Favorite Providers** link.



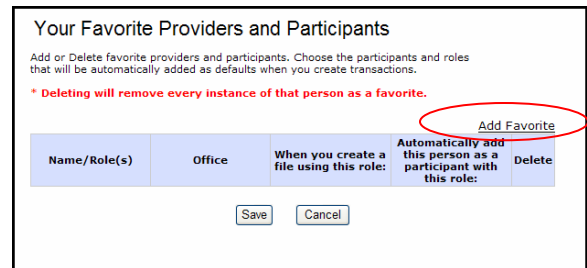
5. After finding your favorites, click the **Add to Favorites** link. If you wish to set up automatic participants click the **Back to Favorites** link.



2. Click on the **Settings** link.



4. On the Favorites page, click on the **Add Favorites** link and search for your favorites by participant or by office.



6. You can have the system automatically add favorite participants to files so a user is automatically added to a file whenever you create a file as a certain role. For example, you can have it automatically add your Assistant anytime you're an agent on a file. Select your role and then select the role you want the system to add your favorite in.

