**Create A Shortcut to the Choice Plan Management Participant Online Portal**

To simplify accessing your Participant Portal you can add a Shortcut “App” to any mobile device such as a Smartphone, iPad or Tablet by following the instructions below:-

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| **IOS (Apple)** | **Android** |
| SAFARI   1. Using the device you would like to create the shortcut on, Open Safari. 2. Access the Choice Plan Management Online Portal by navigating to [www.choiceplanmanagement.com.au](http://www.choiceplanmanagement.com.au) and clicking on the three lines to the top left corner of your screen. 3. Select the **“Client Portal Login”** button. 4. At the bottom of your screen there is an icon of a box with an upward pointing arrow, tap on this button and scroll down the list of options and select **“Add to Home Screen”**. 5. This will open a new screen which will show you the Choice Plan Management Icon and the web address. Above the web address is a line that you can change the name of the Link, we suggest Choice Portal for easy identification and then select **“Add”** at the top right of your screen. 6. This will then create an icon in the next available position on your device. You can move this icon around as desired by tapping and holding on the icon and selecting **“Edit Home Screen”**. This will then make all of the icons shake, which is an indication that they can be moved. To move the icon you tap and hold to and drag to the desired location. Once you are happy with the location release the icon and tap outside of the icon any where on your screen which will drop the icon in place. | CHROME   1. Using the device you would like to create the shortcut on, Open Chrome. 2. Access the Choice Plan Management Online Portal by navigating to [www.choiceplanmanagement.com.au](http://www.choiceplanmanagement.com.au) and clicking on the three lines to the top left corner of your screen. 3. Select the **“Client Portal Login”** button. 4. At the top right corner of your screen tap on the 3 dots and find and select **“Add to Home Screen”** from the menu. 5. This will open a new screen which will show you the Choice Plan Management Icon and web address. Change the web address to Choice Portal which will be the name of the icon when it is on your home screen then click **“Add”**. 6. This will then create an income in the next available position on your device. You can move this icon around as desired by tapping and holding the icon and dragging to the desired position and then releasing. |

Please note that the next available position is not always the first page of your home screen and you may need to scroll through if you have multiple pages of Apps to locate the Icon as it will automatically be positioned in the on the last page of your apps.

You are now able to access the Choice Plan Management Participant Online Portal directly from your device without the need to access the web.

Should you require any assistance with completing the above, please do not hesitate to contact us on 0466 685 722 and we would be happy to help.