

## Managing Your Favourite Accounts

### About this guide


This guide shows you how to manage your favourite accounts, so that you can view selected favourite accounts in the Accounts Summary on the CommBiz home page.

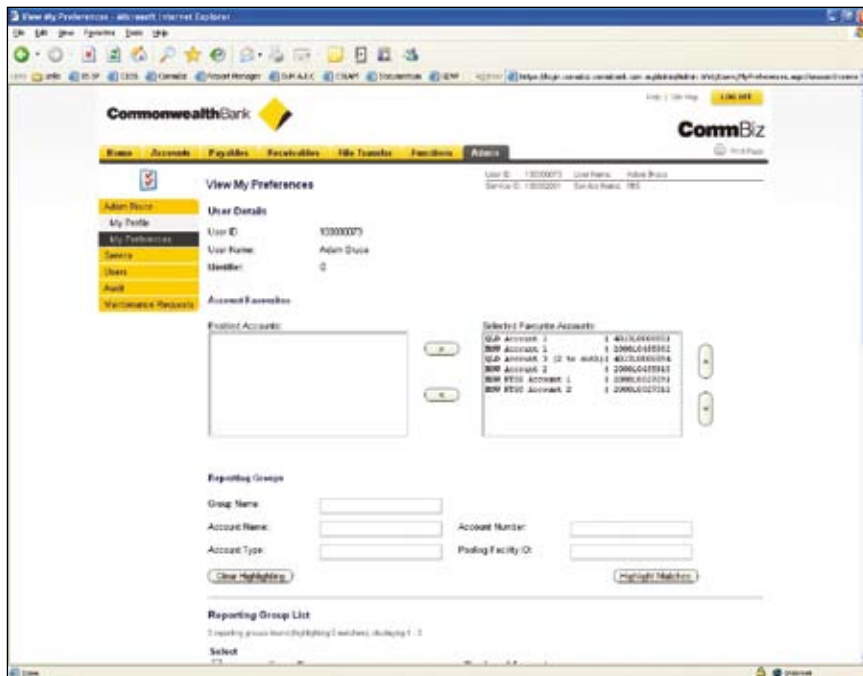
### Managing your favourite accounts

1. Open your internet browser, visit **www.commbiz.com.au** and log in to CommBiz.
2. On the top menu, click **Admin**.
3. On the lefthand menu, click **My Preferences**.
4. The **View My Preferences** page is displayed.



5. Click the **Edit** button.

6. You can now move accounts from **Enabled Accounts** to **Selected Favourite Accounts** using the  button.



7. Once you have moved the accounts you want into the **Selected Favourite Accounts** list, you can change the order in which they appear by using the up and down arrows.

**Note:** The top five accounts listed in the **Selected Favourite Accounts** list will display, in that order, in your Accounts Summary on the home page.

8. Once you have defined your favourites, click the **Save** button at the bottom of the page.

9. The Confirm **Save** page is displayed.



10. Check that the changes are correct. If you need to change them, click **Modify**. If they are correct, click **Confirm**.

11. You will be returned to the **View My Preferences** screen. To view the changes, go to your CommBiz home page, and the top five accounts as you selected them will appear.

