

Navigate Companies

Notes

- For brokers, a complete list of companies assigned to your team automatically displays with number of Employees, Enrollment Progress and Date Added.
 - For more information about creating Teams, review [Build Your Organization](#).
- System Administrators have access to all companies in broker portal.

Instructions

Previous [Navigate Your Portal](#)

From Main Portal Screen

1. Click company from your Recently Viewed Companies.
 - View All Companies, takes you to the Companies list.
2. Search for or scroll to company.
 - - Search logic allows you to enter any part of name, not just first few letters. For example, 'The Anderson Consulting Group' would be retrieved by either searching, 'The' or 'Anderson'.
 - You can also select a letter of the alphabet to see any companies in your portal that begin with that letter.
 - Use Status to filter for Active, Inactive or Demo.

3. To access company site, click company name.

End of Procedure