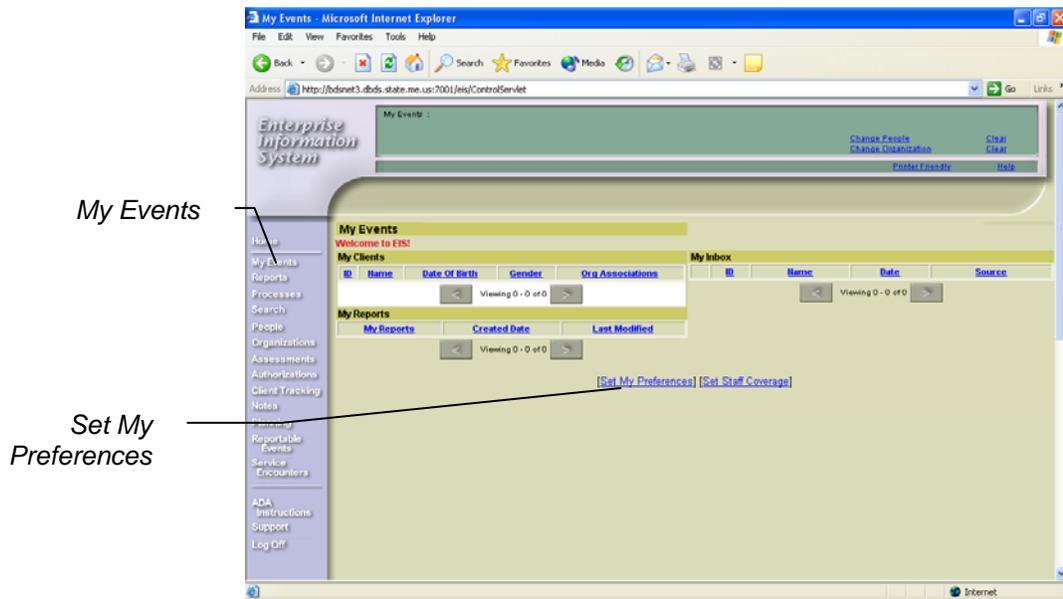


Using the My Events Page: Adding a client to your *My Events* page listing allows you to quickly access that client.

The first page of the EIS that appears after logging on is the *My Events* page. You can also access this page at any time by clicking **MY EVENTS** in the EIS menu bar.

STEPS

1. After logging in to EIS, you will automatically view the *My Events* page.



2. Click the **SET MY PREFERENCES** link.

3. From the **SHOW** menu, Select **CLIENT PREFERENCES**.

Show

My Preferences - Microsoft Internet Explorer

Address: http://bdsnet3.bdds.state.me.us:7001/eis/ControlServlet

Enterprise Information System

My Events / User Preferences :

Change People Clear
Change Organization Clear
Printer Friendly Help

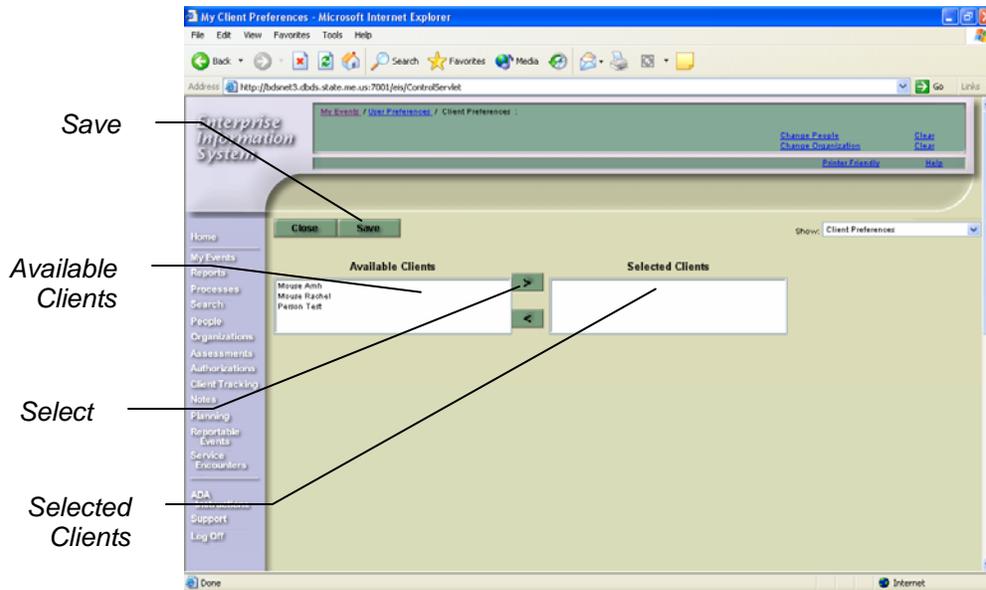
Close Save

Show: User Preferences

- Client Preferences
- Inbox Preferences
- Reports Preferences
- User Preferences

User Name: bdfrost
Password: *****
Confirm Password: *****
First Name: RACHEL Middle Name: Last Name: FROST Suffix:
Address Type: WORK
Address:
City/Town: --SELECT-- State: MAINE
Zip: --SELECT-- County: --SELECT--
Country: UNITED STATES Phone Number:
Email:

- To add clients to your **My Events** page listing, click on the client name under **AVAILABLE CLIENTS**, then click on the **SELECT** button to bring the name to the **SELECTED CLIENTS** box.



- Click the **SAVE** button when finished adding your clients.

Helpful Hint:

Click MY EVENTS in the Header and verify the correct client(s) selected by checking unique identifiers (ie. SSN, DOB, etc.)