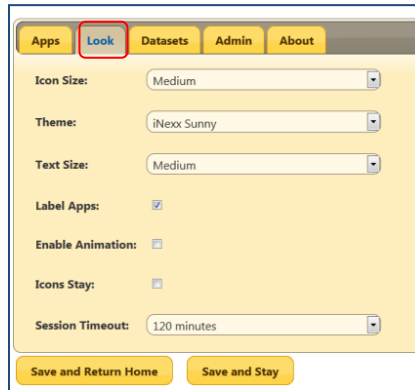


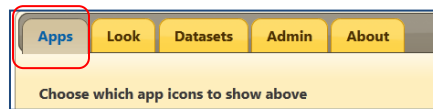
1. Log in to the GLHC Command Center.
2. In the top right corner, click on the “**Preferences**” icon.



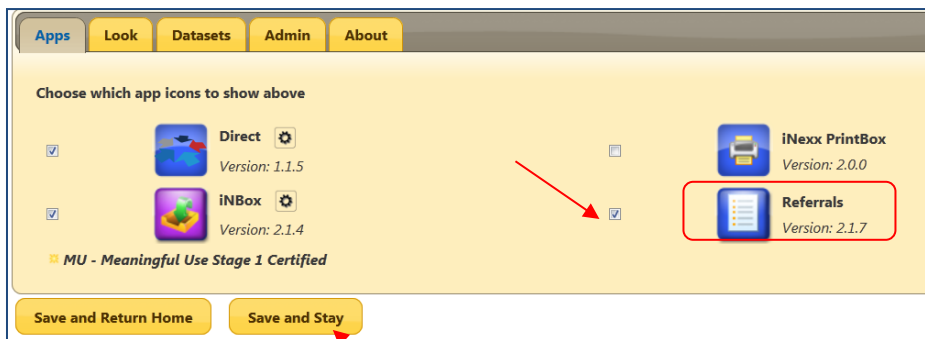
3. Make sure that you have made the following changes under the “**Look**” tab: Icon Size – **Medium**, Theme – **iNexx Sunny**, Size – **Medium**, Check the box next to “**Label Apps**”, Session Timeout – **120 Minutes**.



4. Click on the **Apps** tab



5. Check the box to the left of the **Referrals** tile to add it.



6. Click the “**Save and Return Home**” button once the iNexx Referrals checkbox is selected. The **Referrals** tile will now appear in the top left of the screen

