**Adding an Icon to Your Computer or Phone**

1. **Saving a website to your computer**
   1. Go to the TrueCIP website
   2. File
   3. Send
   4. Shortcut to Desktop
2. **Saving a website to your Droid phone**
   1. Go to the TrueCIP website
   2. Enter your username and password but DO NOT log in
   3. Click on the three dots on the upper right side of the screen
      1. Depending on your setup, you may have the option at this point to choose Add to Home Screen. If that isn’t one of the options, go to Step c.
   4. Open in Browser
   5. Choose Chrome
   6. Click on the three dots on the upper right side of the screen
   7. Add to Home Screen
3. **Saving a website to your I-Phone**
   1. Go to the TrueCIP website
   2. Enter your user name and password but DO NOT log in
   3. Click the Share icon
      1. This is a box with an arrow pointing up that is on the bottom navigation bar
   4. Click on the Add to Home Screen icon
      1. This icon is a big plus sign
   5. Click Add in the upper right corner

If this process does not work – go to Safari first and go to the website from there.