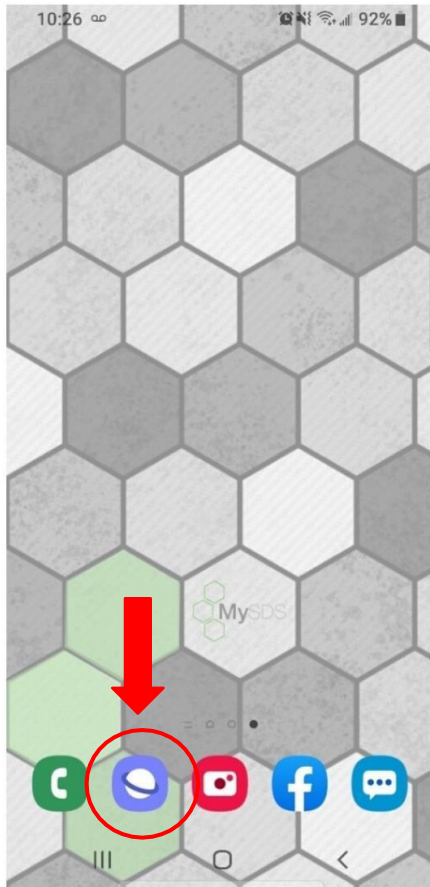## Android Instructions

How to upload the MySDS.ca icon for quick reference on your phone or tablet. For assistance, feel free to call Toll Free 1-855-282-4537.

This will only take a few minutes of your time, but after you learn this shortcut you'll never have to type in the URL again, well worth your time now!
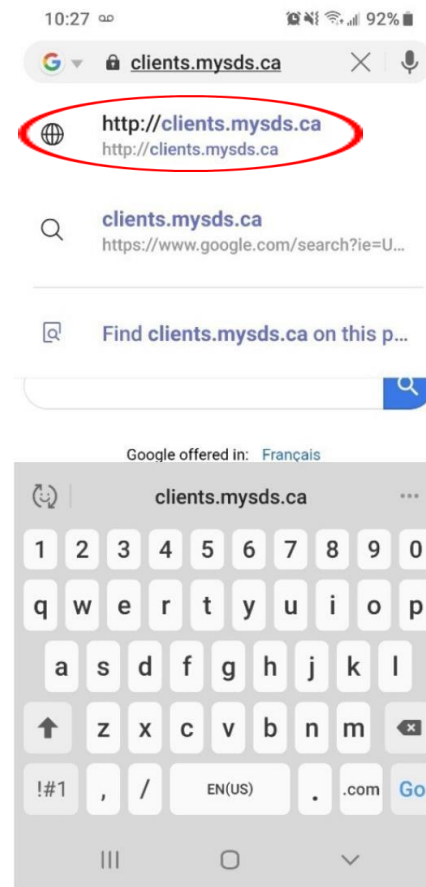
Step 1
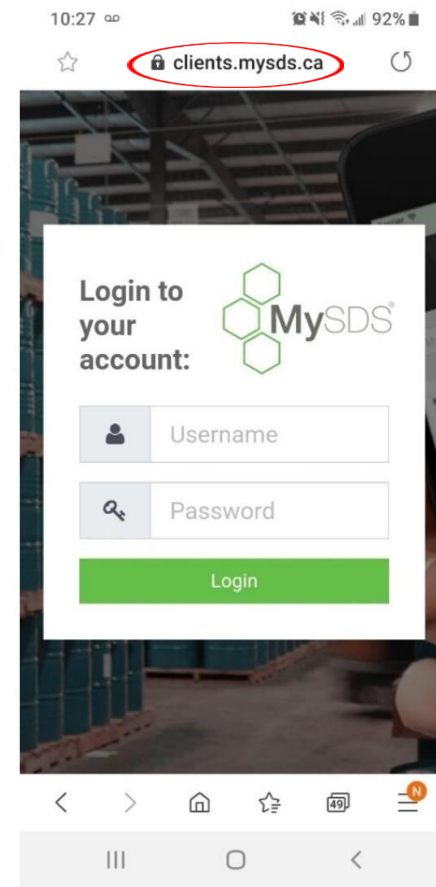Open the internet browser on your phone or tablet.

Step 2
Search for **clients.mysds.ca**

Step 3
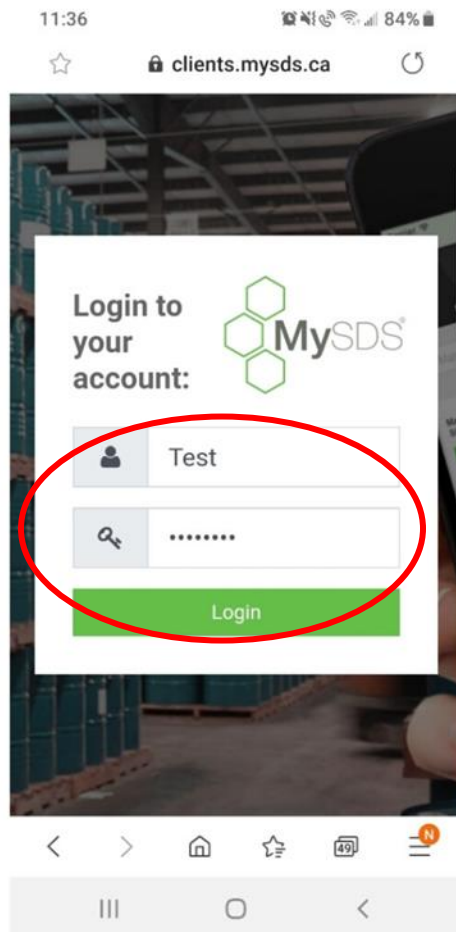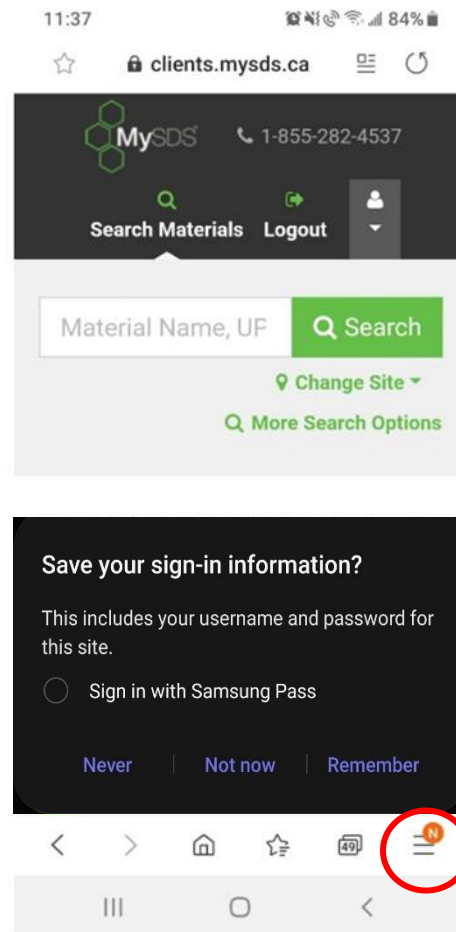Load the **clients.mysds.ca** website.

Step 4

Enter YOUR Username and Password and press 'Login'. To save your password information now please go to **Step 9** and follow the instructions from there.
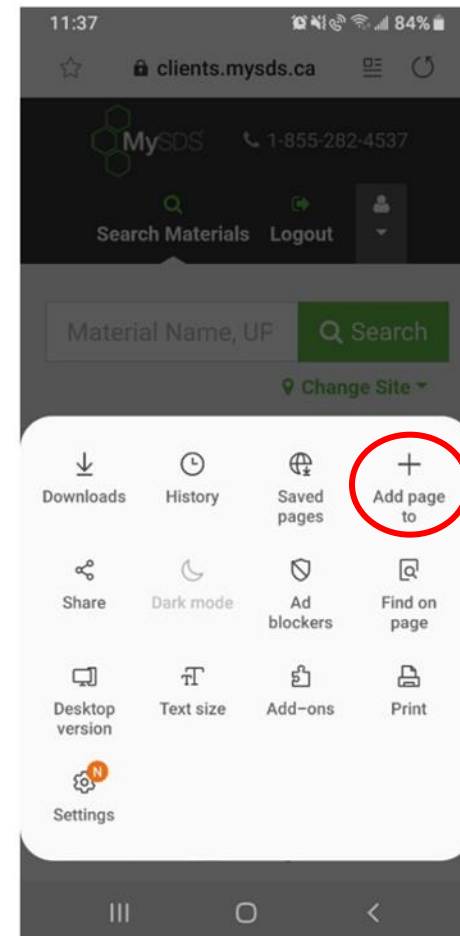
Step 5

You will see an icon at the bottom right of the screen that looks like 3 horizontal lines. Tap this button.
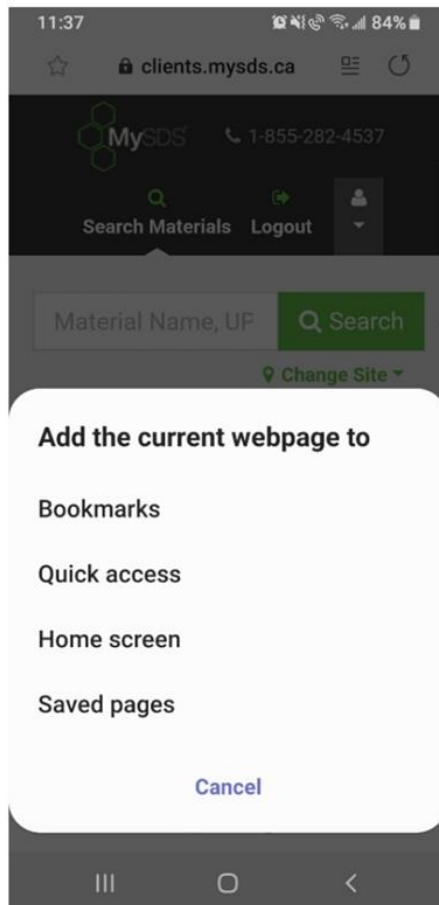
Step 6

You will see here that you have quite a few options. To add the icon to your home screen, tap the 'Add page to' button.

22 Brady St. Unit # 4 Sudbury, ON P3E 6E1 | 705-665-3719 or 1-855-282-4537 | info@mysds.ca | www.MySDS.ca

Step 7
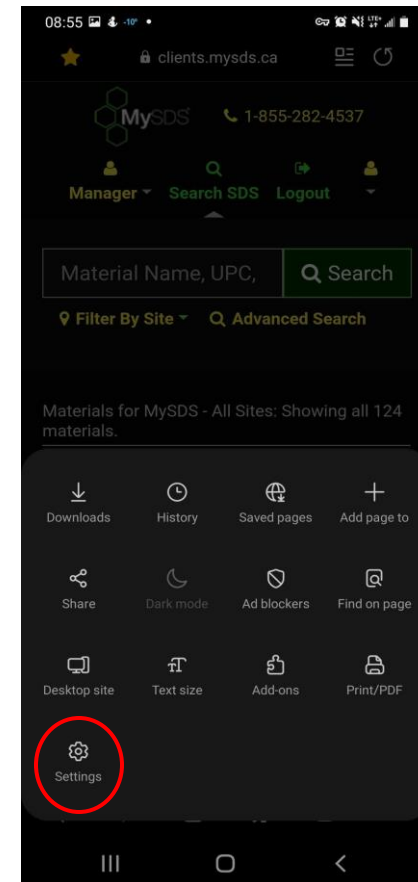In the menu that pops select the '*Home Screen'* option.

Step 8
You will see that the '*MySDS*' icon has successfully been added to you homepage. If you want to move it to a different location or page just press and hold on the icon and drag it to the spot that you wish.   *Its that easy!*
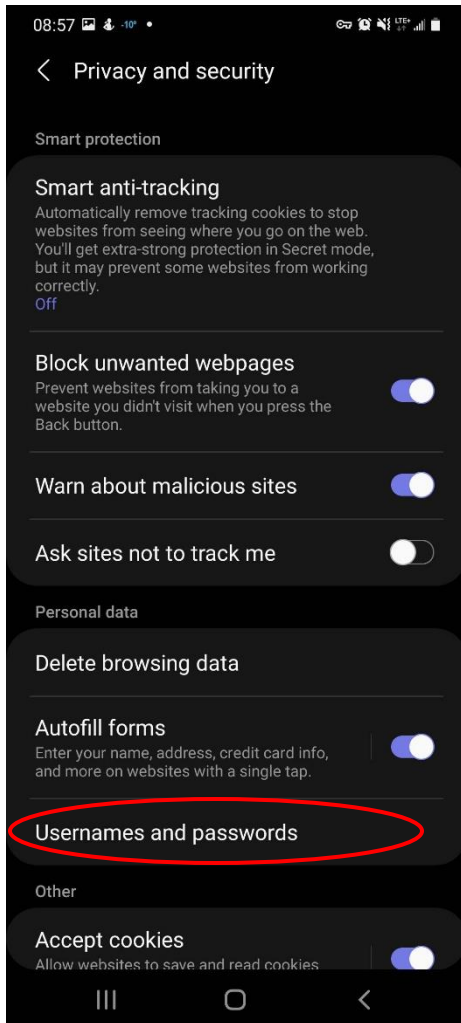
Step 9
To save your login credentials into your android device you will need to follow up to **Step 4** in this FAQ. Next on the logon page you will want to tap the three horizontal lines seen in **Step 6**. This time you will want to select the '*Settings*' option.

NOTE: If you normally use thumbprint or face recognition on your device it should automatically apply to your MySDS Icon link!
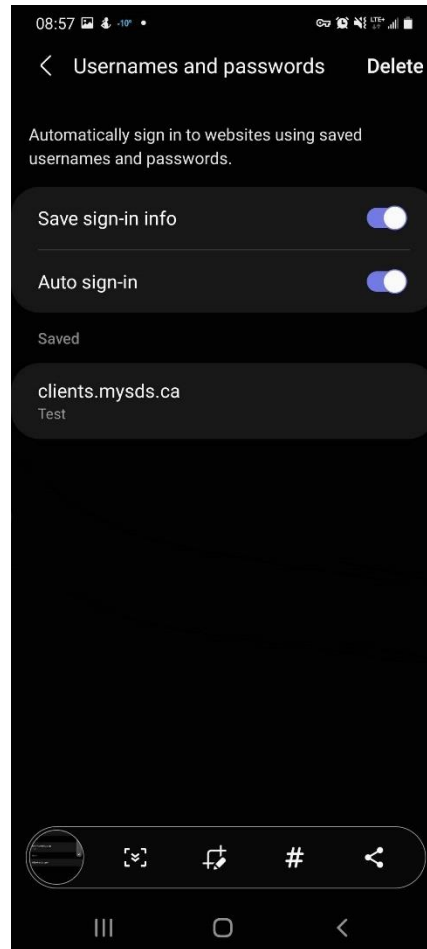
Step 10

Inside the *Settings* menu you will want to scroll down. Under the '*Advanced'* section press the option titled '*Privacy and Security*'. In this page you will find the '*Username and passwords'* option seen below.

Step 11

Within the *'Username and passwords'* make sure that the check box '*Save sign-in info'* is toggled on (Purple is on). Once you have this checked, sign into MySDS using your username and password. After pressing login, a popup like the one seen in **Step 5** should come up, choose the remember option. Now your browser will remember your login credentials!

Step 12

Similarly, if you use the Google Chrome browser on your Android device. Go to the MySDS webpage and when you press the username or password box you will see a bar with a key on it tap the key and then select the '*Manage passwords'* option. This will open a page with the '*Save Passwords'* toggle. Make sure it is checked on. When you enter your login credentials you will be prompted at the bottom of the screen to save the password to your device.

Now Google Chrome will remember your password!