

iPhone | iPad Instructions

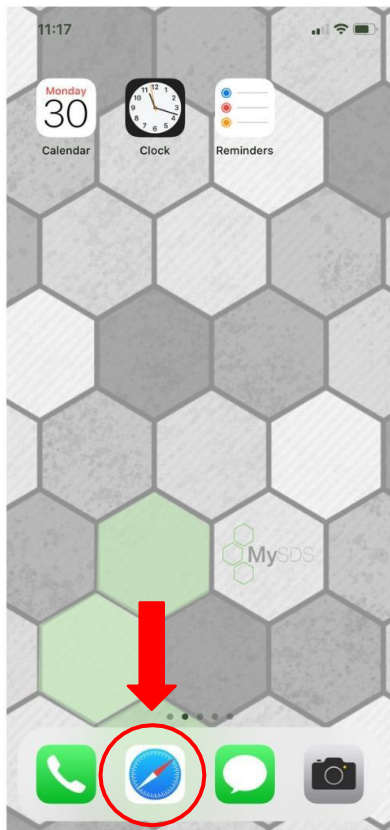


**How to upload the MySDS.ca icon for quick reference on your phone or tablet.
For assistance, feel free to call Toll Free 1-855-282-4537.**

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!

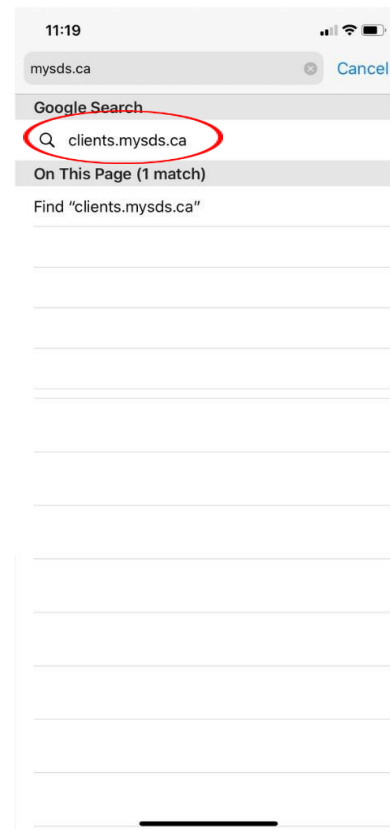
Step 1

Open up Safari on your cell phone or tablet.



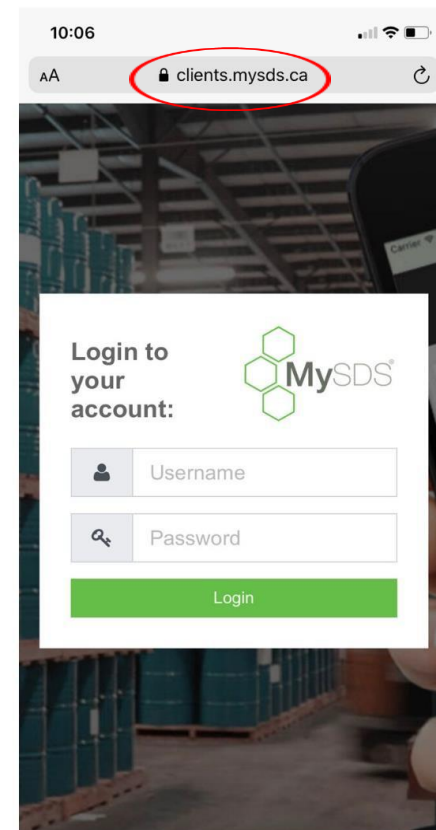
Step 2

Search for **clients.mysds.ca**



Step 3

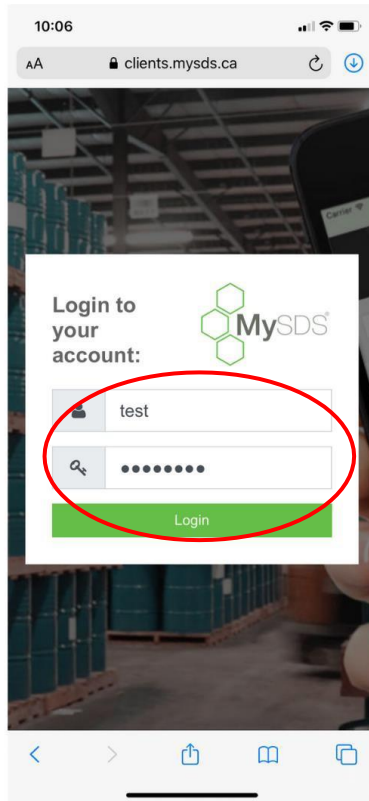
Load the **clients.mysds.ca** website.





Step 4

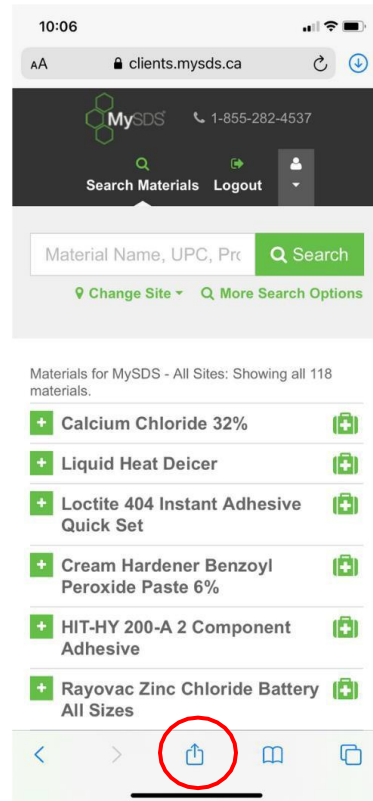
Enter your username and password.
Click 'Login'



Step 5

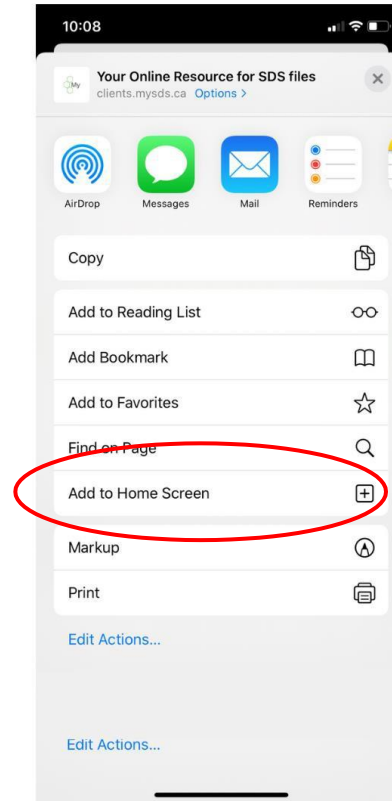
At the bottom of your screen you'll see an icon depicting an arrow that looks like it's trying to get out of a square.

Tap this button.



Step 6

You'll have a few options.
The one you want to tap is, **"Add to Home Screen"**

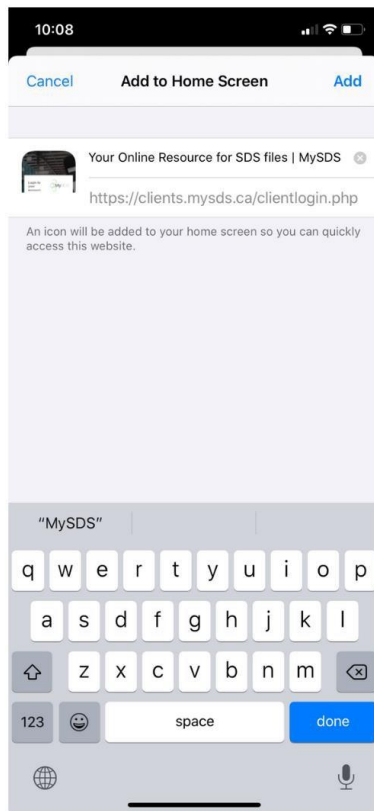




Keeping compliance simple!

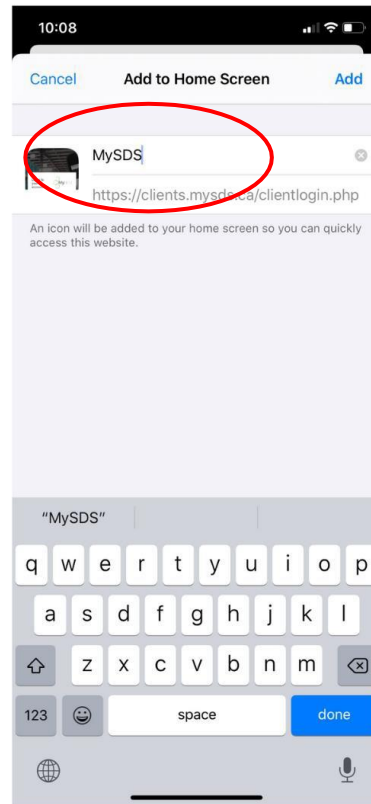
Step 7

You'll be asked to choose a name for the home screen icon.



Step 8

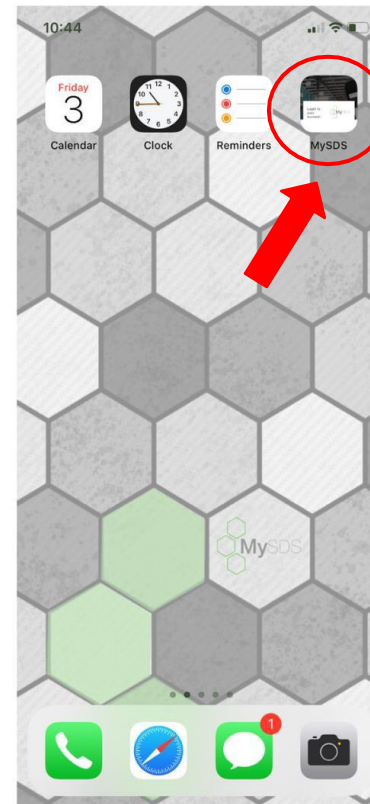
Rename it 'MySDS' or whatever you prefer.



Step 9

You will see that the 'MySDS' icon has successfully been added.

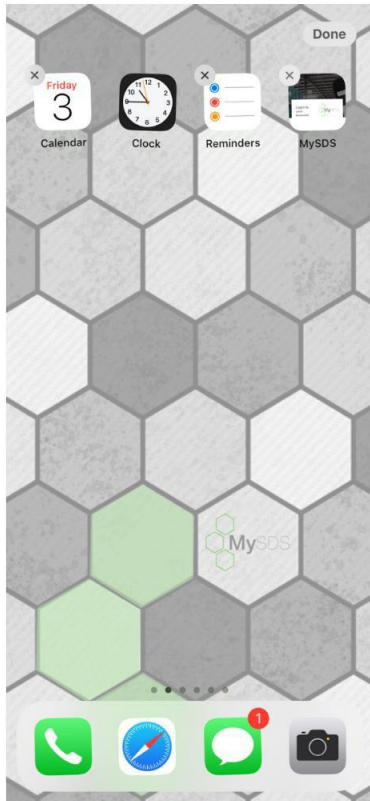
It's that easy!



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

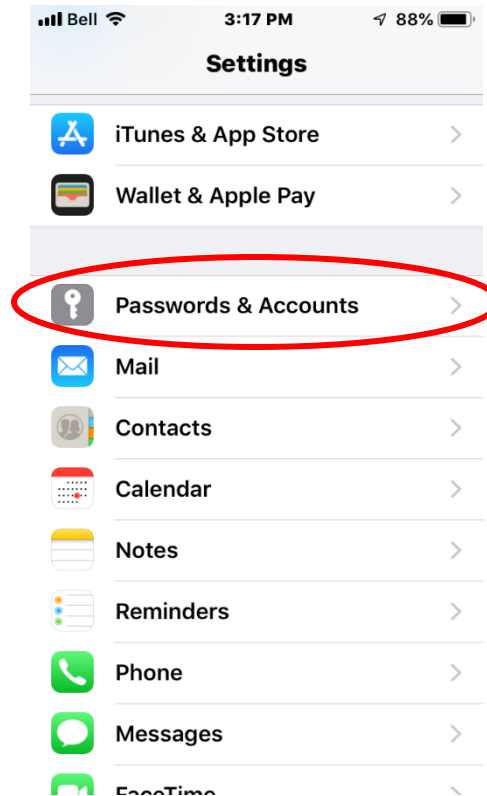
Step 10

If you would like to move the icon, simply touch the icon until it wiggles, & slide it over to the page you would like it on, then press the home button OR click 'Done' in the top right corner (for newer phone versions)



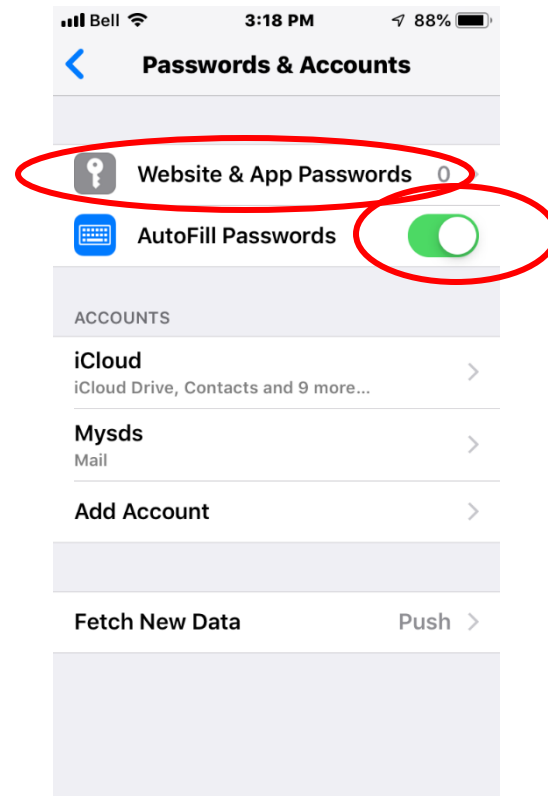
Step 11

To save your login credentials on your device you will first need the MySDS website address (clients.mysds.ca) and then go into your settings and find the *Password & Accounts* option.



Step 12

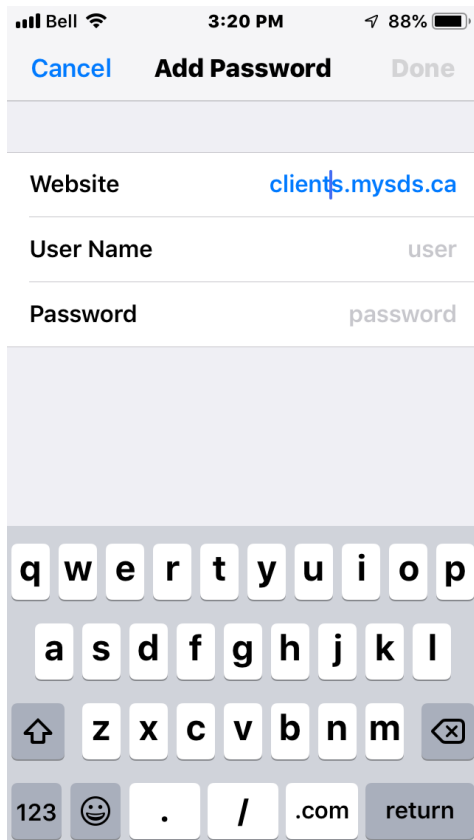
Once inside the *Passwords & Accounts* menu make sure to turn on the *Autofill Passwords* toggle ("green" is "on") then select *Website and App Passwords*





Step 13

To add a new password for a website or application you will need to press the “+” at the top of the screen. Here you will need to enter the MySDS website URL that you copied and paste it into the website box. Next enter the username and password that you would use to log into the MySDS site normally.



Step 14

After entering all the login information correctly, hit done, and go back to the MySDS site on your phone. Your phone will suggest using the saved password for the site when you select the username box!

