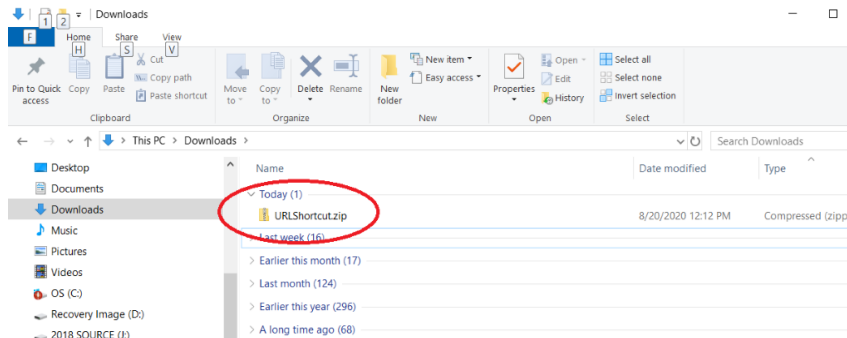


Instructions To Create A Shortcut To The Brentmark Client Portal (Windows)

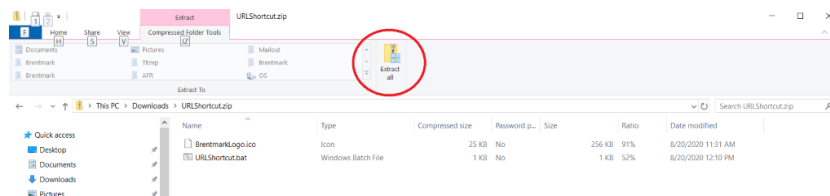
- Download the [URLShortcut.zip](#).
(You can also access this file through it's *individual FAQ post*.)
- Once you have downloaded the file, go to your "Downloads" folder.
- Locate and double-click the file downloaded (URLShortcut.zip).



- Unzip to extract the file contents. There are 2 files, both need to be extracted for the shortcut to be created.

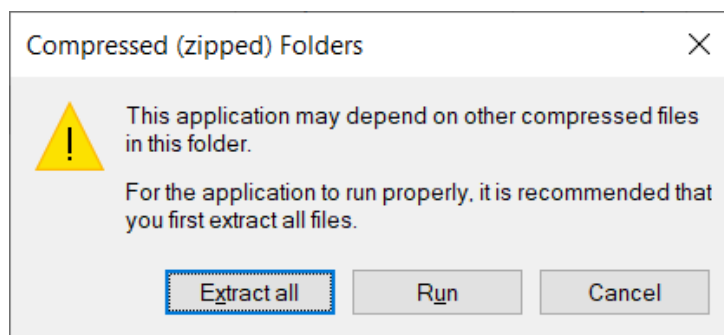
OPTION 1: (Preferred)

Select the "Extract All" button along the top toolbar.



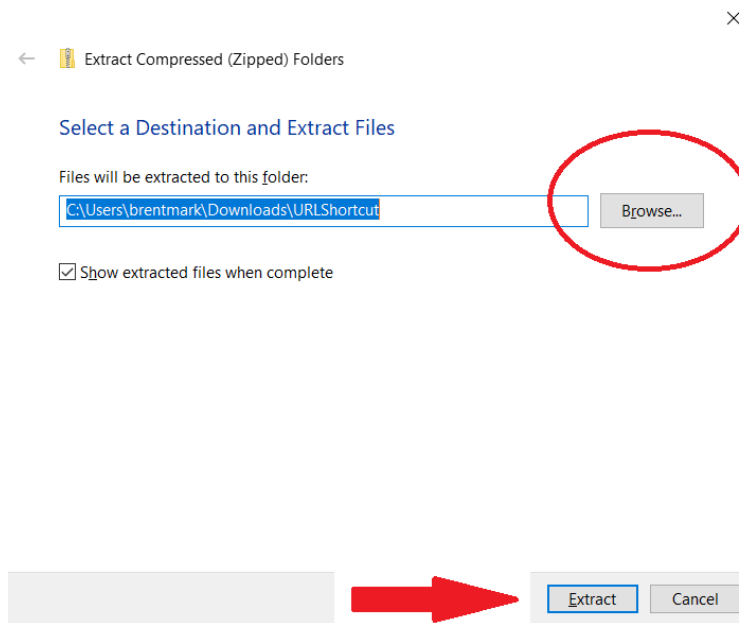
OPTION 2: (May Not Be Supported On All Windows Versions)

Select "Extract All" on the secondary form that appears.

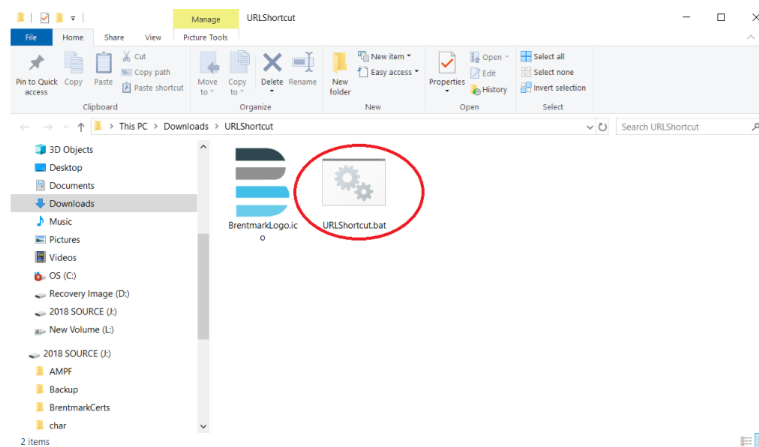


- Select the location destination for the extracted files.
Windows likely will give a location suggestion. This can be changed (if you so choose) by using the "Browse" button.

- Once you have chosen a file destination, click on "Extract".



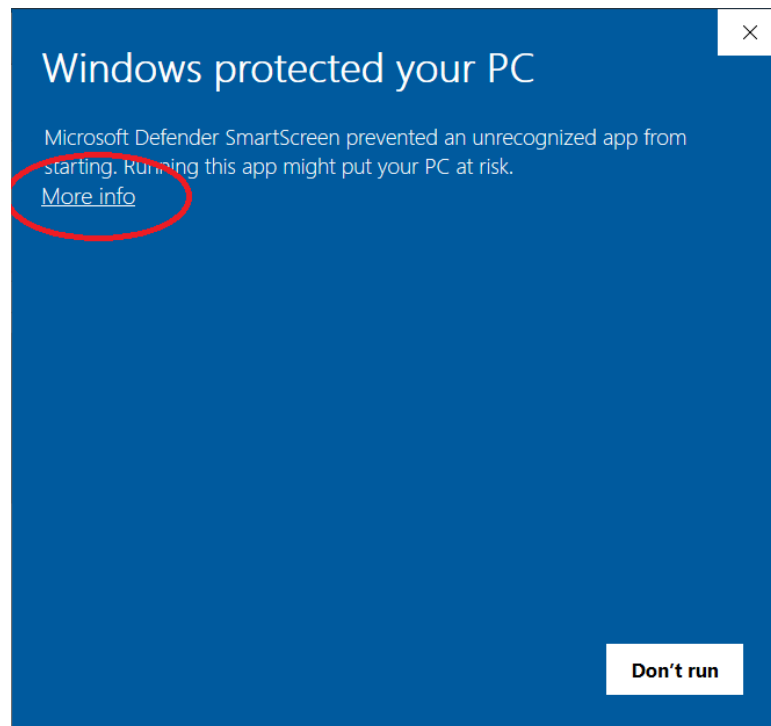
- Double click the "URLShortcut.bat" file.



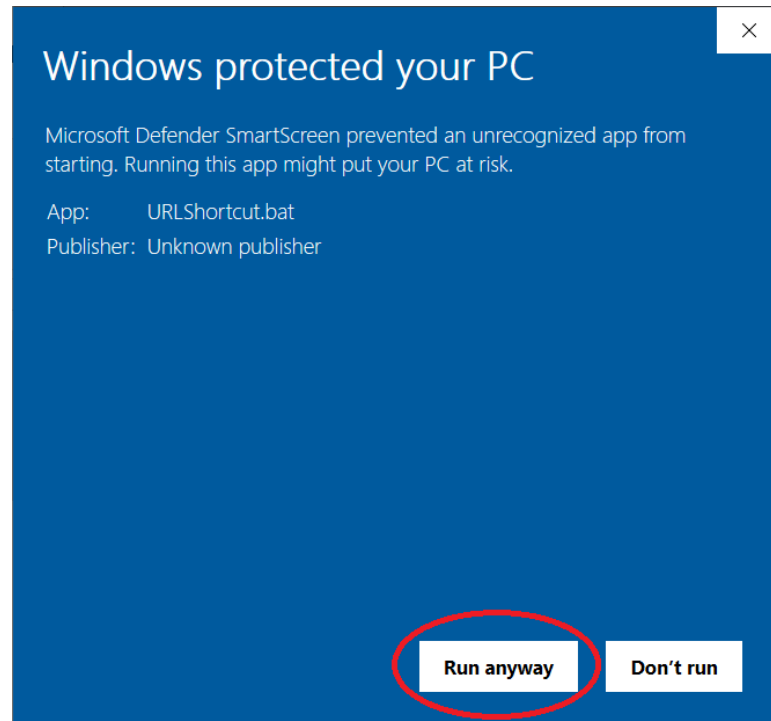
* **NOTE:** This will run a Windows Batch file, that will create a shortcut to the login page, and will use the included "BrentmarkLogo.ico" file as the image. Windows may give you a warning that your machine is going to run a batch file.

If this happens, follow these steps:

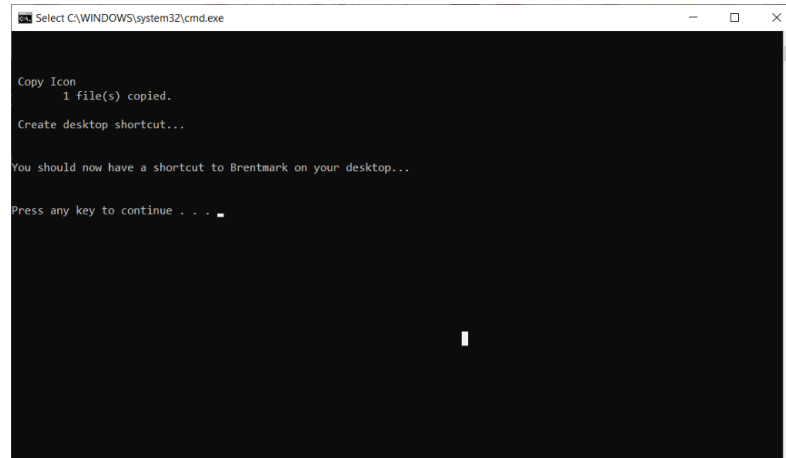
- Select *"More Info"*.



- Select *"Run Anyway"*.



- A paused command shell (black screen with white text) will appear detailing that a shortcut was created.



The "*Portal*" icon and shortcut with the Brentmark "*B*" should now be on your desktop.

* **NOTE:** If the image icon or shortcut does **not** appear, restart your machine allowing Windows to correctly assign the image to the shortcut.