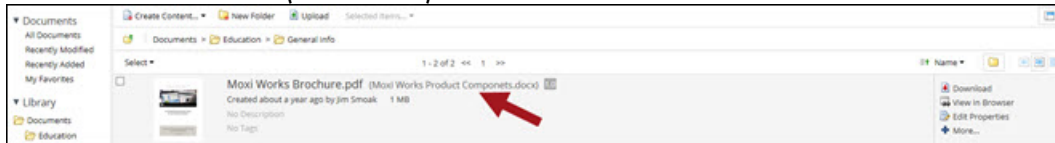# Creating a Favorites List
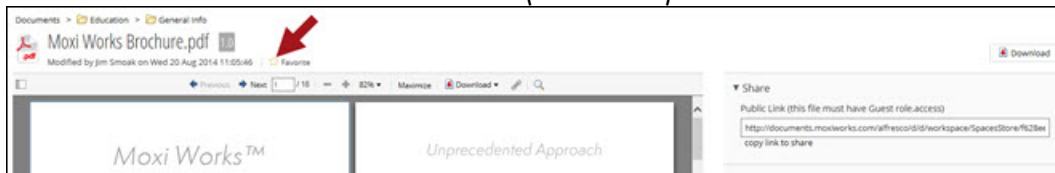
Add the documents and folders that you use often to a Favorites list for easy access.

Adding a Document to your Favorites

1. From the Documents screen, locate the document you wish to add to your Favorites.
2. Select the document (see below).

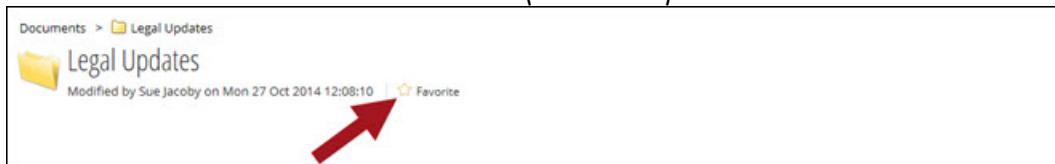3. Click the Star next to the word Favorite (see below).

Adding a Folder to your Favorites

1. From the Documents screen, locate the folder you wish to add to your Favorites.
2. Select View Details from the right side column (see below).

3. Click the Star next to the word Favorite (see below).

Accessing your Favorites

1. From any screen within the Brokerage Hub:
2. Select Favorites (see below).