SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

June 30, 2023

How to Save Vanity URLs

A vanity URL is a shortened URL that is descriptive, easy to remember, and can redirect a user to an application. Vanity URLs can be bookmarked or saved as a favorite or used when sending out communications to employees or suppliers. Vanity URLs replace the need for longer and sometimes changing portal URLs.
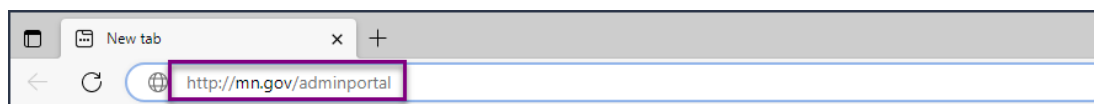
The following portals have vanity URLs:

- Administrative Portal/SWIFT – http://mn.gov/adminportal
- Self Service Portal – http://mn.gov/selfservice
- Supplier Portal – https://mn.gov/supplier

This guide describes how to save a vanity URL to your browser's favorites. This guide includes instructions for Microsoft Edge, Chrome, and Firefox.
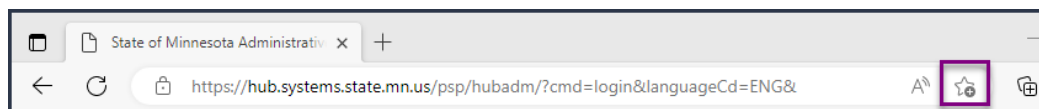
Microsoft Edge

This example shows the steps to save and update the Administrative Portal URL in Microsoft Edge
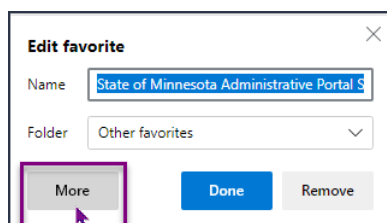
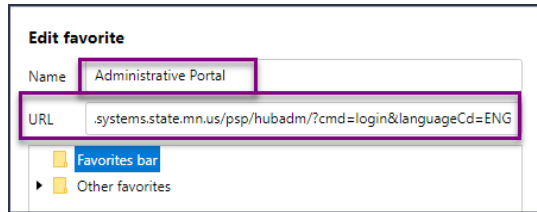1. Open a new tab in your browser. Copy and paste one of the vanity URLs and select **Enter**.

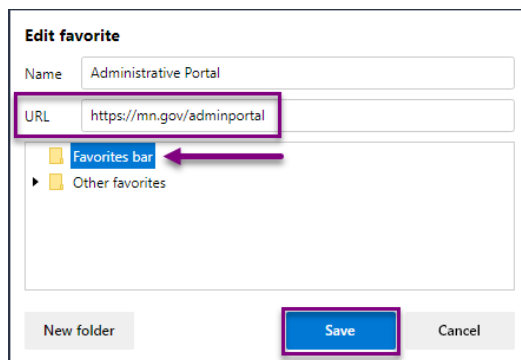2. Save it to the Favorites by selecting the **Favorites** icon.

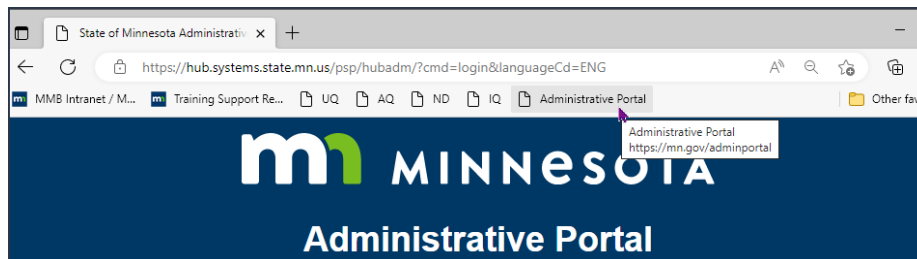3. On the Edit Favorite window, select the **More** button.

4. The Edit Favorite window displays. Here, you can update the favorite name to "Administrative Portal." Notice the long version of the URL for the portal in the URL box.

5. Replace the long version of the URL for the portal with the vanity URL.
6. Select the folder where you want to save the favorite.
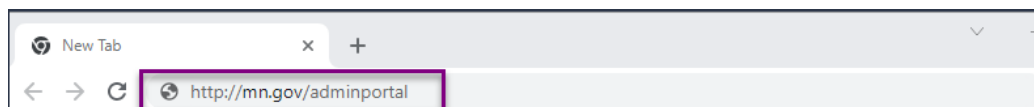7. Select the **Save** button.

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8. To verify that the favorite is using the vanity URL, hover the mouse over the Favorite name. The URL should show as "https://mn.gov/adminportal."
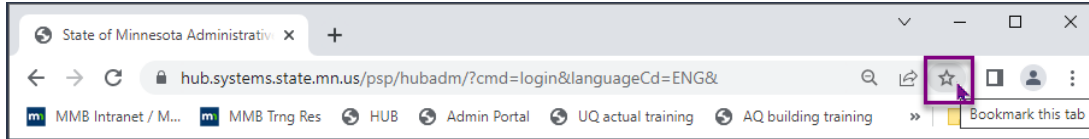

Chrome

This example shows the steps to save and update the Administrative Portal URL in Chrome.
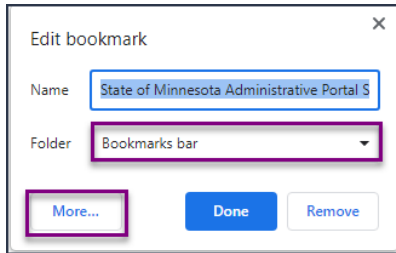
1. Open a new tab in your browser. Copy and paste one of the vanity URLs and select **Enter**.
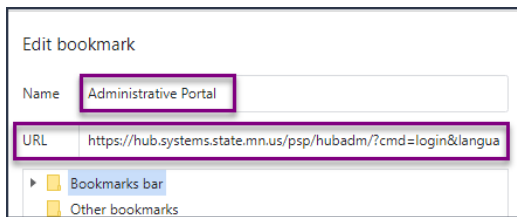

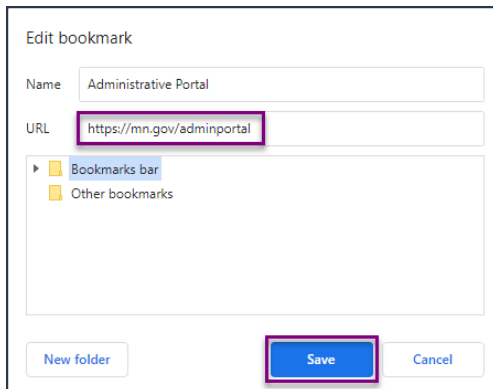2. Save it to the Favorites by selecting the **Bookmark this tab** icon.

3. Chrome opens the Edit bookmark window. Choose a folder to save the favorite/bookmark, and then select the **More** button.

4. Here, you can enter a new name for the bookmark, such as "Administrative Portal." Notice the long URL in the URL box.

5. Replace the long version of the URL with the vanity URL. Select the **Save** button.

6. To verify that the bookmark is using the vanity URL, hover the mouse over the bookmark name. The URL should show as "https://mn.gov/adminportal."

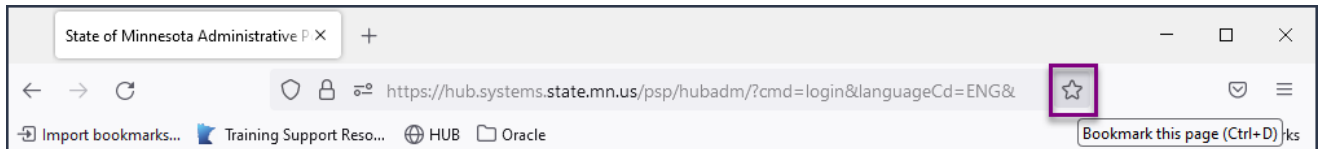![SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS]

Firefox

This example shows the steps to save and update the Administrative Portal URL in Firefox.
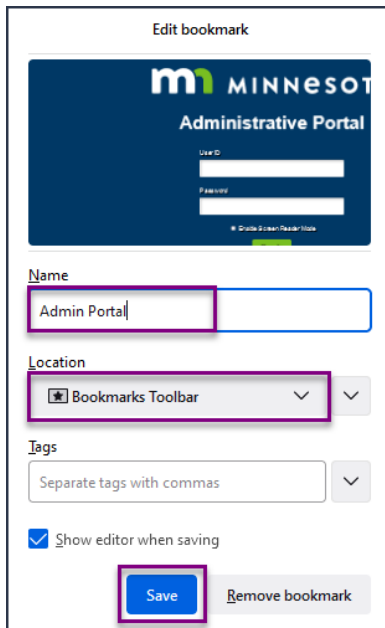
1. Open a new tab in your browser. Copy and paste one of the vanity URLs and select **Enter**.
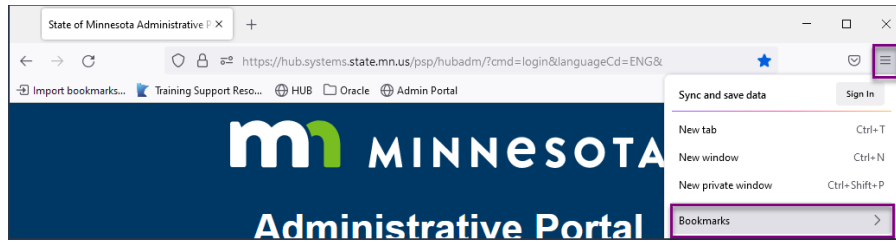

2. Save it to your Favorites by selecting the **Bookmark this page** icon.
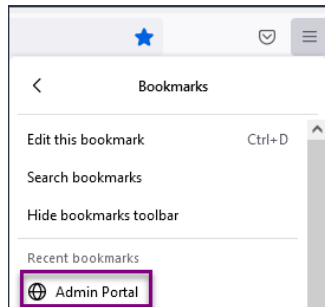

3. Firefox opens the Edit bookmark window. Here, you can enter a new name for the bookmark, such as "Administrative Portal."
4. Select the folder where you want to save the favorite.
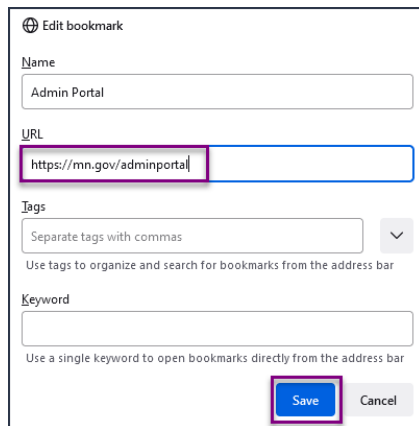5. Select the **Save** button.

6. To edit the URL saved, select the **Open application menu** icon in the right-hand corner of the browser window. Expand the Bookmarks folder.

7. From the Recent Bookmarks list, find the new bookmark and either right click or press and hold on the bookmark name.

8. Another more comprehensive Edit bookmark window opens. Replace the long version of the URL with the vanity URL. Select the **Save** button.

9. To verify that the bookmark is using the vanity URL, hover the mouse over the bookmark name. The URL should show as "https://mn.gov/adminportal."

OK