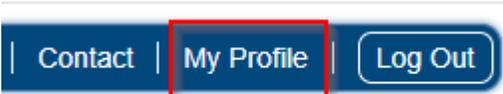
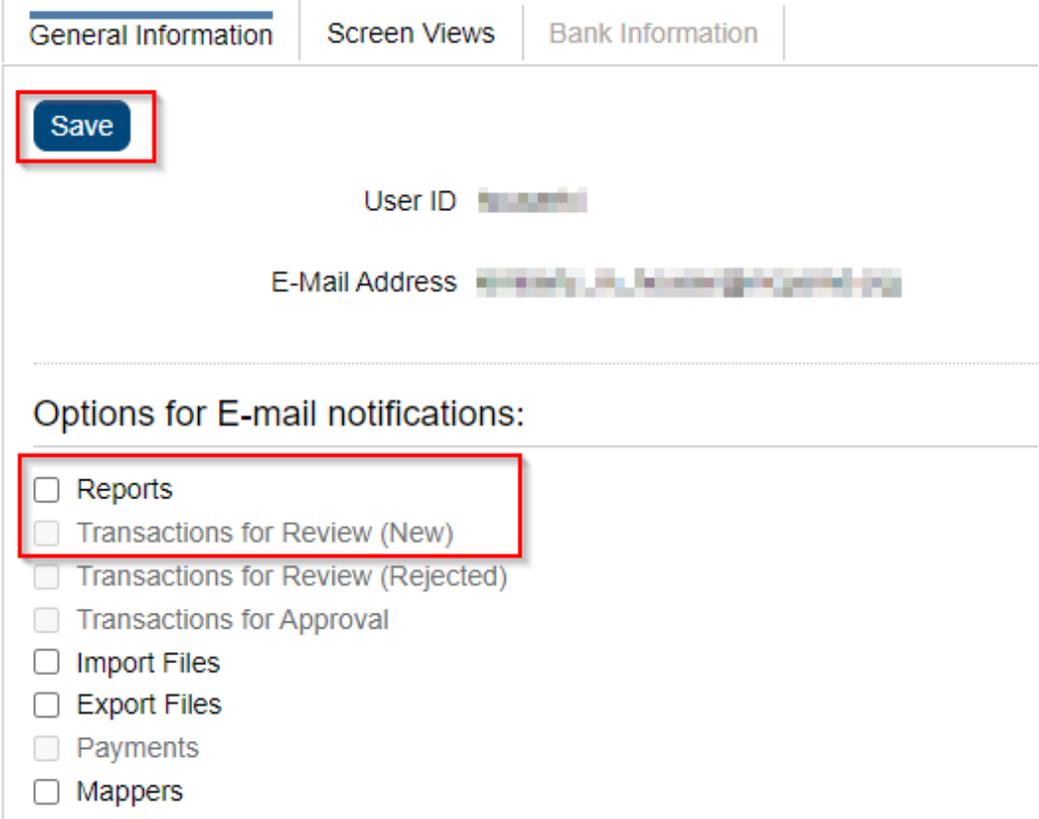


In this topic, you will learn to set your preferences to receive email notifications when there are transactions ready for review or a report ready to print.

Step	Directions
1	<p>From the top Right of the screen, select My Profile</p> 
2	<p>Select Transactions for Review and Reports > Click Save</p> <p style="text-align: center;">My Profile - General Information</p>  <p>General Information Screen Views Bank Information</p> <p>Save</p> <p>User ID [REDACTED]</p> <p>E-Mail Address [REDACTED]</p> <p>Options for E-mail notifications:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reports <input type="checkbox"/> Transactions for Review (New) <input type="checkbox"/> Transactions for Review (Rejected) <input type="checkbox"/> Transactions for Approval <input type="checkbox"/> Import Files <input type="checkbox"/> Export Files <input type="checkbox"/> Payments <input type="checkbox"/> Mappers