

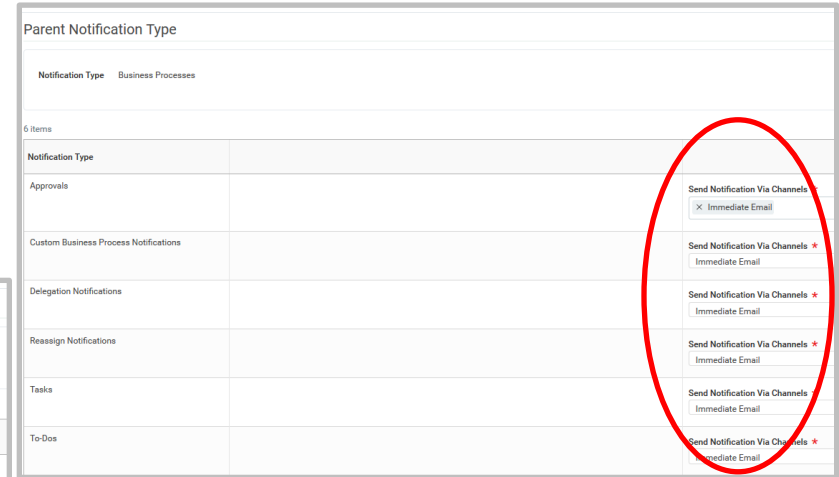
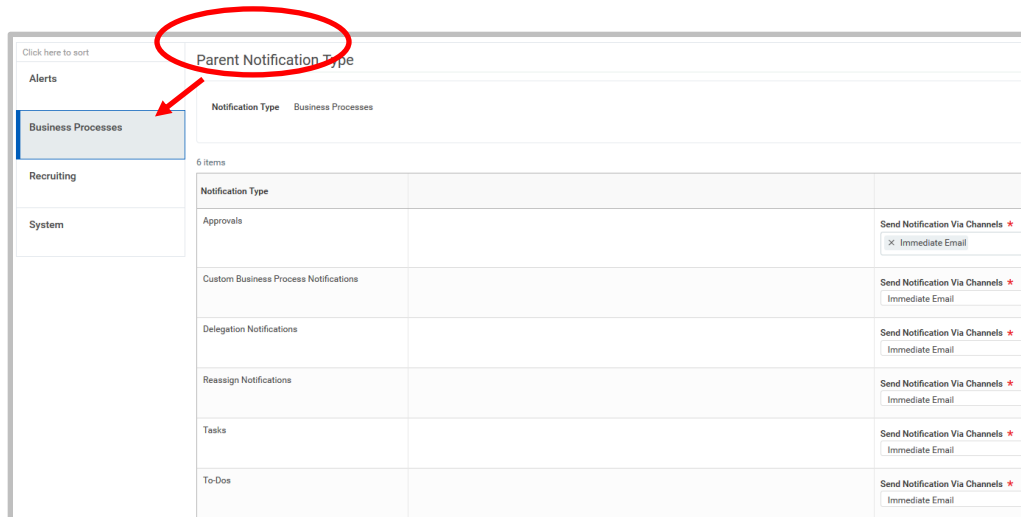
SET UP ACCOUNT PREFERENCES FOR GMAIL NOTIFICATIONS

You can edit a variety of features on your account, including languages, search functionality, workflows, and GMAIL notification preferences.

From the Home page:

1. Click your **Profile** icon > **My Account** > **Change Preferences**.
2. Scroll down to the section titled **Parent Notification Type**.

4. From the far right column choose from the dropdown options in the **Send Notifications Via Channels** field.



3. Click the menu items to the left of the “Parent Notification Type” to choose the category of actions. NOTE: Preferences must be set for each category individually.

5. You may choose from receiving a combined daily digest, an immediate email for each transaction, or no notification.

