How Do I Update My Notification Preferences

1. From the Home page view, click on your name in the upper right-hand corner.
2. Click My Account at the bottom of the list, then Change Preferences.
3. At the bottom of the page, within the Parent Notification Type section, click on the Business Process tab.

4. Next to the Notification Type that you are looking to edit, click into the search field under Send Notification Via Channels and open the dropdown using Options Icon.

5. Select the frequency you would like to receive the notifications:
   - Daily Digest (daily notification),
   - Immediate (immediate notification),
   - Disabled (no notification).

6. Click OK, and then Done.

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