

Notifications and Subscriptions

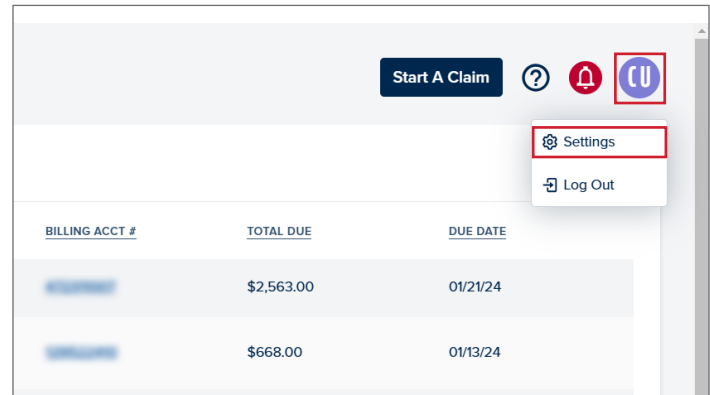
Settings for Insured Portal

Follow the steps below to edit the following notifications:

- Due and Past Due Invoice Reminder (In-Portal, Email, and SMS)
- Invoice Preferences (Mail or Paperless)

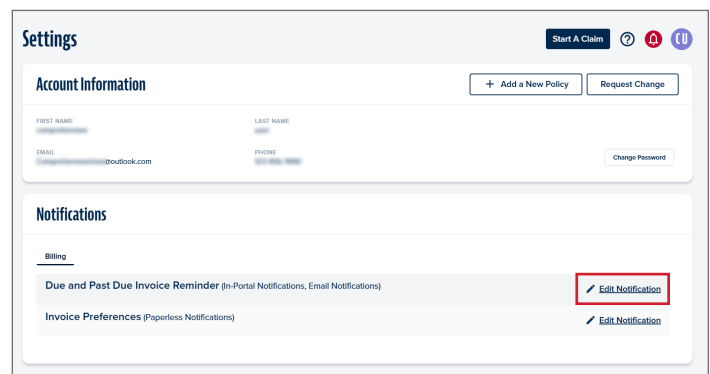
Access Settings

1. From the top of any page, click your avatar icon and select **Settings** from the drop-down menu.

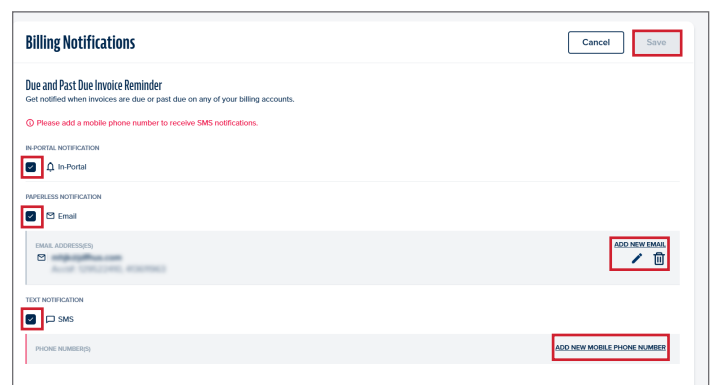


Due and Past Due Invoice Reminder

1. On the Settings page, under Notifications, click **Edit Notification**.



2. Under Billing Notifications, do any of the following:
 - a. Select **In-Portal** notifications.
 - b. Select **Email** notification.
 - c. Add, edit, or delete an email address.
 - d. Select **SMS** notification.
 - e. Add, edit or delete a phone number.
3. When finished, click **Save**.



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Notifications and Subscriptions (Continued)

Settings for Insured Portal

Invoice Preferences

1. On the Settings page, under Notifications, click **Edit Notification**.
2. Under Billing Notifications, you can do the following:
 - a. Select **In-Portal** notifications.
 - b. Select **Mail Billing** or **Paperless Billing**.
 - c. Add or delete an email address.
3. When finished, click **Save**.

The screenshot shows the 'Settings' page with the 'Account Information' section. It includes fields for First Name, Last Name, Email, and Phone. There are buttons for '+ Add a New Policy', 'Request Change', and 'Change Password'. The 'Notifications' section is visible below, with a red box highlighting the 'Edit Notification' link for 'Invoice Preferences (Paperless Notifications)'.

The screenshot shows the 'Billing Notifications' section. It includes a 'Cancel' button and a red 'Save' button. Under 'Invoice Preferences', there are two options: 'In-Portal' (selected with a red box) and 'Paperless Billing' (also highlighted with a red box). Below these, there are two boxes describing the delivery methods. At the bottom, there is an 'ADD NEW EMAIL' button with a trash icon, highlighted with a red box.