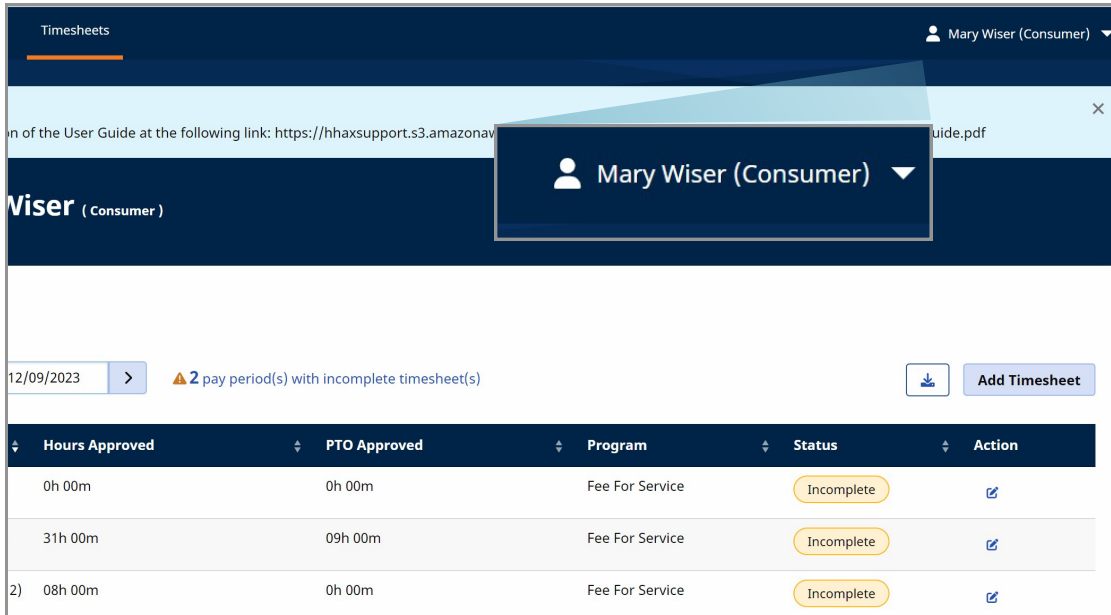# Quick Start Guide

For Changing Notification Settings in the EVV Portal

To change your notification settings in the EVV Portal, please follow these steps:
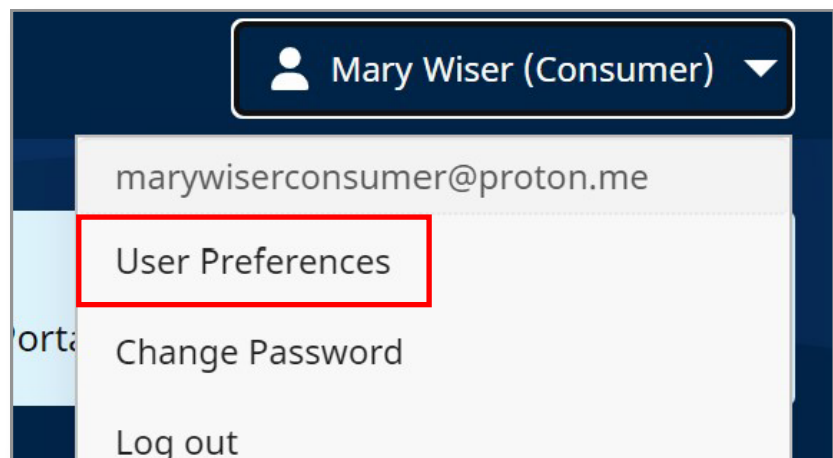
1   Step 1 - Click Account Name

In the upper right corner of the screen, click on the **account name**.

2   Step 2 - Click User Preferences

Click on **User Preferences.**

For **PCAs**, your notification preferences page will look like this:

For **Consumers**, your notification preferences page will look like this:

PCAs can set up using the drop-down how often they receive emails when:

- A new shift being created

- An adjustment was made on a shift

- A shift was approved

- A shift was denied

- A shift was submitted as denied on a timesheet

Adjustment

| Real-Time | ▾ |

Weekly
Real-Time
Hourly
Daily
Off

Consumers can also use the drop-down to set a notification for

- A new shift being created

- An adjustment was made on a shift

- A shift was approved

- A shift was denied

- A shift was submitted as denied on a timesheet

Creation

| Weekly | ▾ | on | Sunday | ▾ |

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Denial

| Weekly | ▾ | on |

End of Pay Period

☐ Before

You can now change your notification settings in the EVV Portal.