

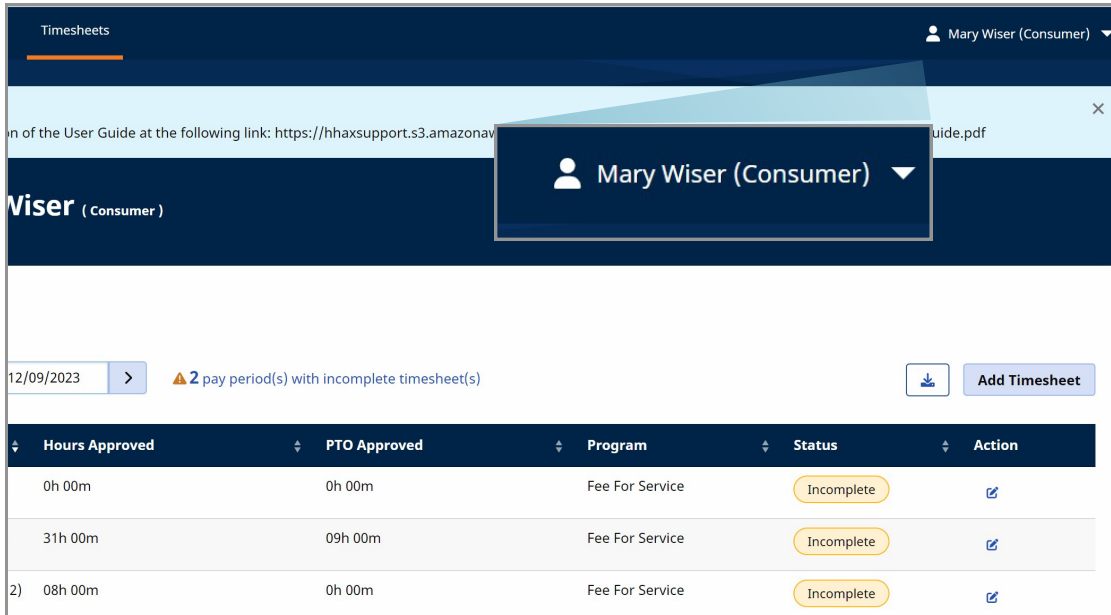
# Quick Start Guide

## For Changing Notification Settings in the EVV Portal

To change your notification settings in the EVV Portal, please follow these steps:

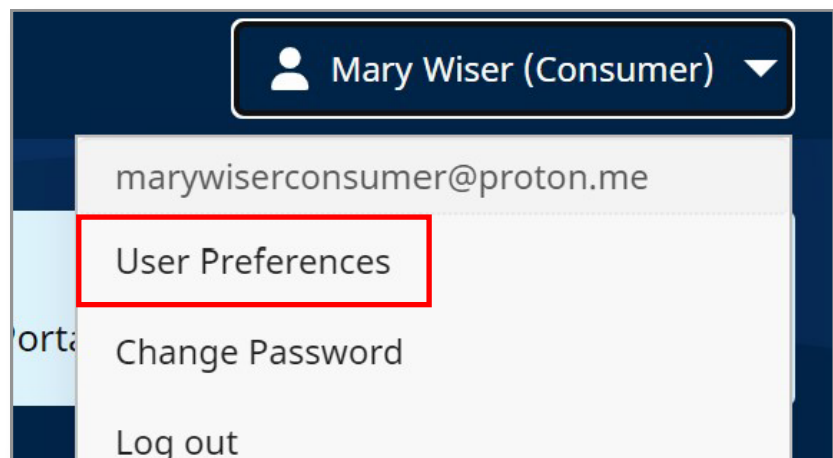
### 1 Step 1 - Click Account Name

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



### 2 Step 2 - Click User Preferences

Click on **User Preferences**.



### 3

## Step 3 - View Notifications Page

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

The screenshot shows a form titled "Notification Preferences". At the top, there is an "Email" field with the value "lisa.berrycloth@aol.com". Below this is a section "Notify me for the following:" which contains several dropdown menus. The "Creation" dropdown is set to "Real-Time". The "Adjustment" dropdown is set to "Real-Time". The "Approval/Approval Locked" dropdown is set to "Real-Time". The "Denial" dropdown is set to "Real-Time". The "Denial Locked" dropdown is set to "Real-Time". At the bottom of the form, there is a section "End of Pay Period" with two radio buttons: "Before" and "After".

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

The screenshot shows a close-up of the "Creation" and "Denial" sections of the notification preferences page. The "Creation" section has a dropdown menu set to "Weekly" followed by the word "on" and another dropdown menu set to "Sunday". The "Denial" section has a dropdown menu set to "Weekly" followed by the word "on". A dropdown menu is open for the "Sunday" selection, showing a list of days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The "Sunday" option is highlighted in blue. Below the "Creation" and "Denial" sections, the "End of Pay Period" section is partially visible, showing a radio button for "Before".

# 4

## Step 4 - Update Notification Settings

**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

**Denial**

Weekly on Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

**End of Pay Period**

Before

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