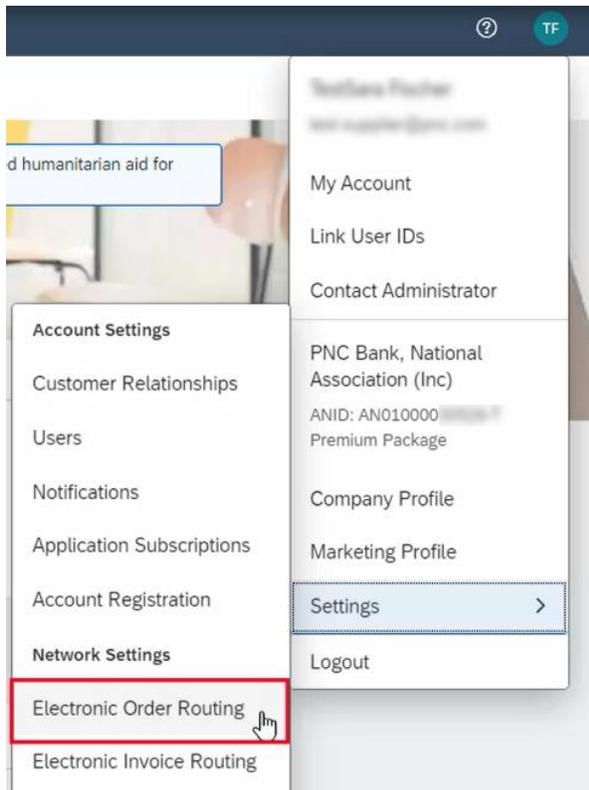


UPDATING EMAIL NOTIFICATION SETTINGS

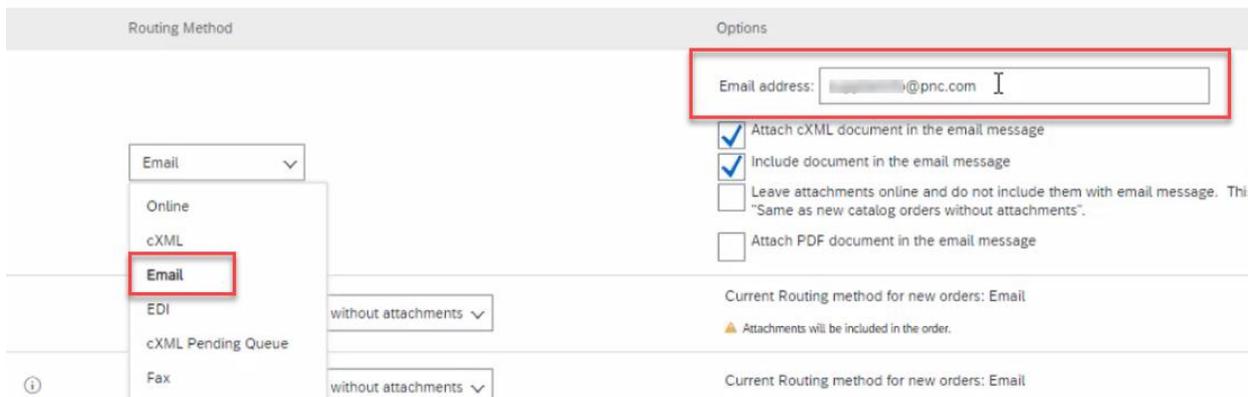
Click on your initials in the top right of the screen to expand the account settings. Click on **Settings** and **Electronic Order Routing**



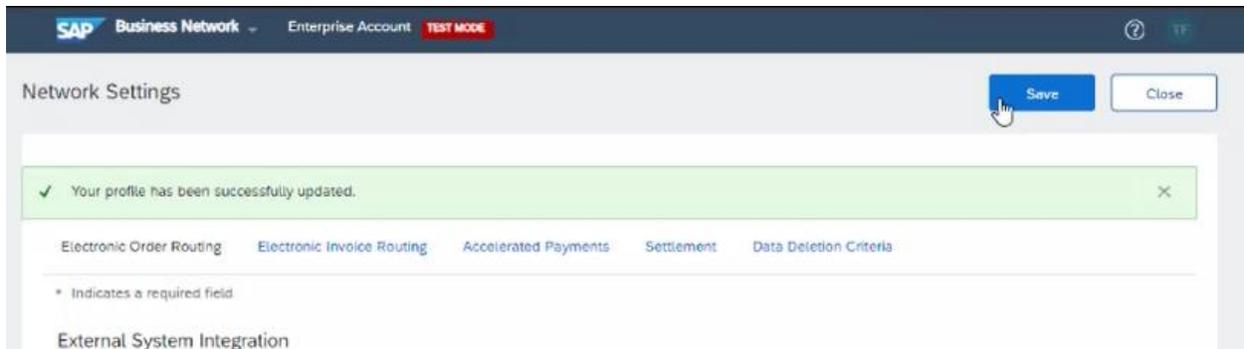
In the **Routing Method** column, select **Email** from the dropdown.

Enter up to 5 email addresses separated by commas in the Email Address field

Select any other customizations in the Options column you want applied



Click Save to complete your update



*Repeat this process for **Invoice Notification Routing** to ensure interested parties are receiving invoice notifications.

