UPDATING EMAIL NOTIFICATION SETTINGS

PNC

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

	Routing Method		Options			
	Email V Online cXML Email EDI cXML Pending Queue	without attachments 🗸	Email address:			
(j)	Fax	without attachments \checkmark	Current Routing method for new orders: Email			

Click Save to complete your update



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✓ Your profile has been succ	cessfully updated.				×
Electronic Order Routing	Electronic Invoice Routing	Accelerated Payments	Settlement	Data Deletion Criteria	
* Indicates a required field					
External System Integ	ration				

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

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Electronic Order Routing	Electronic Invoice Routing	Accelerated Payments	Settlement	Data Deletion Criteria		
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