**Change / Set up email “Daily Digest” notification preferences**

**STEP 1**
- From the Home page:
  - **Click** your name in the top-right corner.

**STEP 2**
- **Click** “My Account”
### STEP 3
- Click "Change Preferences."

### STEP 4
- Scroll to the bottom of the page, when the "Change Preferences" page appears.
- Select Business Processes to the left of the page.
STEP 5

- Under "Notification Type" click the bars in the prompt box next to "Send Notification Via Channels" (the box should already have "Daily Digest Email" selected)
- Select "Disabled"
- Unselect "Daily Digest Email"
- Repeat for each "Notification Type" you wish to disable

STEP 6

- When you have finished all of your notification changes, click “OK”
- Click Done

Note:
If you do not uncheck "Daily Digest Email," an error will appear reminding you to select only one.