

# HOW TO

## Change E-mail Notification Preferences

**Purpose:**

To change a user's preferences for the frequency of systematic e-mail notifications from PASS

**Performed By:**

End-User  
OCP Buyer

1. Log into PASS by typing the user name and password and then pressing ENTER. The Swoosh screen should appear.

*Note: A user name and PASS ID number is assigned to each eligible receiver. The PASS ID is the same as your Network Login ID. ACCO or a designated individual should be contacted if there are issues with a PASS user name or password.*

2. Click the Preferences link located at the top of the Swoosh screen in the black bar. The Personal Information screen should appear.
3. Click the Change E-mail Notification Preferences link. The Edit E-Mail Notification Preferences screen should appear.
4. Select categories from the drop down to view e-mail preferences for different options. Review the existing e-mail notification preferences to identify preferences that should be changed.

*Note: Notification preferences can be adjusted regarding approval of documents (e.g., requisitions) created by the user and/or documents requiring approval by the user.*

5. Click the appropriate pull-down menu to make changes.
6. Select a preference within the pull-down menu corresponding to the field located to the left of the pull-down menu.
7. Click Save. PASS should return to the Personal Information screen, indicating that the e-mail preferences have been successfully updated.
8. Log out of PASS.