

# Set Email Notifications

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1. Navigate from the Home page to My Details | Change My Details.
2. Scroll down to the Email Notifications section.

**Email Notifications**

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Notify me if a claim I'm approving is unsubmitted

3. Select the check boxes to activate email notifications for the following:

Email Notifications	Description
Notify me if a claim I'm approving is unsubmitted	<p>Activate this option to be sent an email notification if one of your claimants unsubmitted their claim which was awaiting your approval.</p> <p>The email notification will contain the following details:</p> <ul style="list-style-type: none"><li>○ Claimant Name</li><li>○ Number of Items</li><li>○ Total Value</li></ul>

4. Click Save.
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