Subscribe to Email Notifications
Job Aid

verizon business

Getting Started

1. Click the **Profile** icon in the header
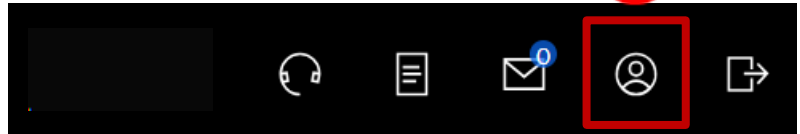
Profile Settings

1. Expand the Notifications section
2. Select **Notifications for** option (available options presented are based on assigned role(s)
3. Select the checkbox(es) beside the notification you would like to receive email updates for
4. Click update (Repeat steps 2-4 for each role as applicable)

Profile Settings

+Expand All

User Information

Password & Security

Companies

Subscription

Notifications

Worklist Configuration

Notification For

Ordering

Quoting
Ordering
Billing
Repair
Maps

Notification For

Ordering

Select the notifications you would like to receive email updates for.

- [ ] Accepted
- [ ] Network Evaluation
- [x] Commitment
- [ ] Build
- [ ] Provisioned
- [ ] Private IP Configuration
- [ ] Design Layout Report DLR
- [ ] Activation
- [x] Completed
- [ ] Letter of Authorization LOA
- [ ] Canceled
- [ ] Auto Cancellation
- [x] Error Alerts
- [ ] Informational

Update

Note: Example displayed is for the Order role. Each Role has specific notification options.