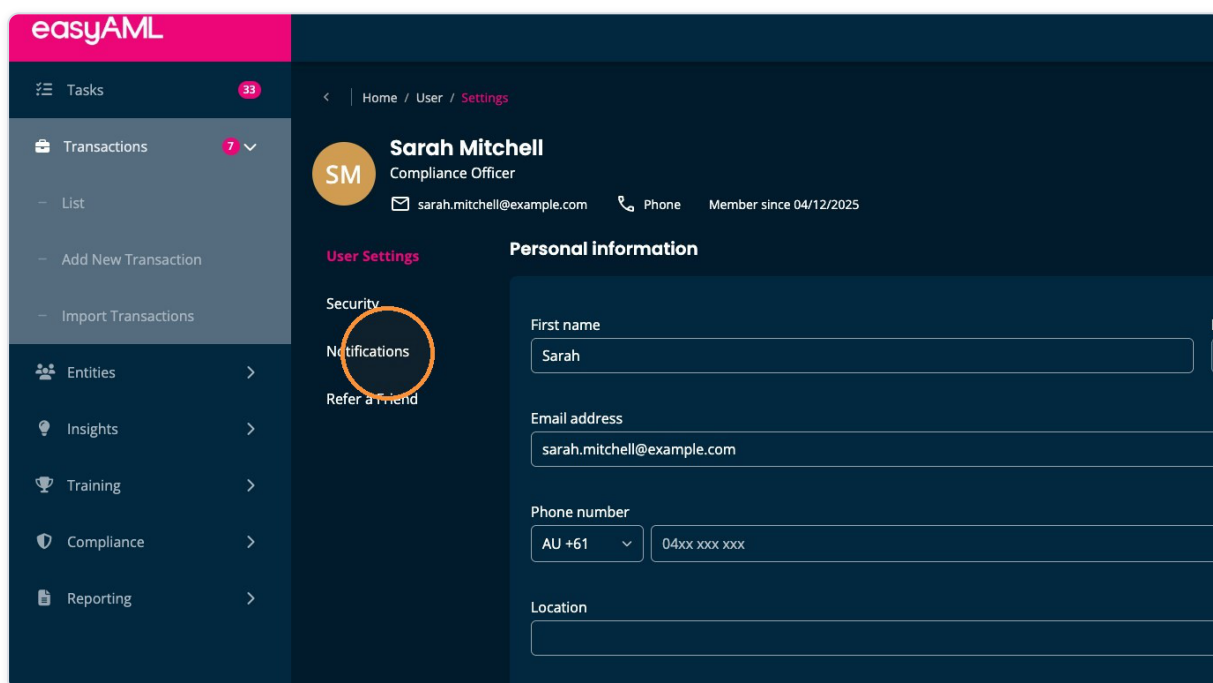


Configuring Your Notification Preferences

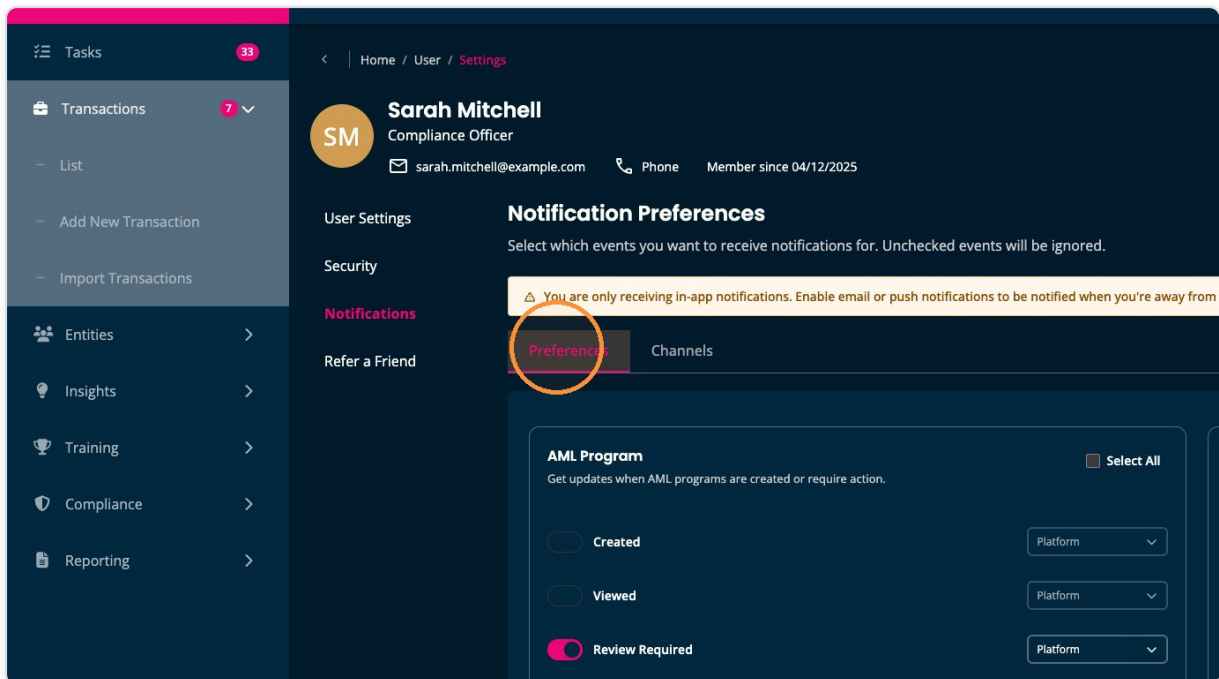
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Control which notifications you receive and where they're delivered — per notification type, per channel. These are personal settings; account-wide channels are enabled separately in Account Settings.

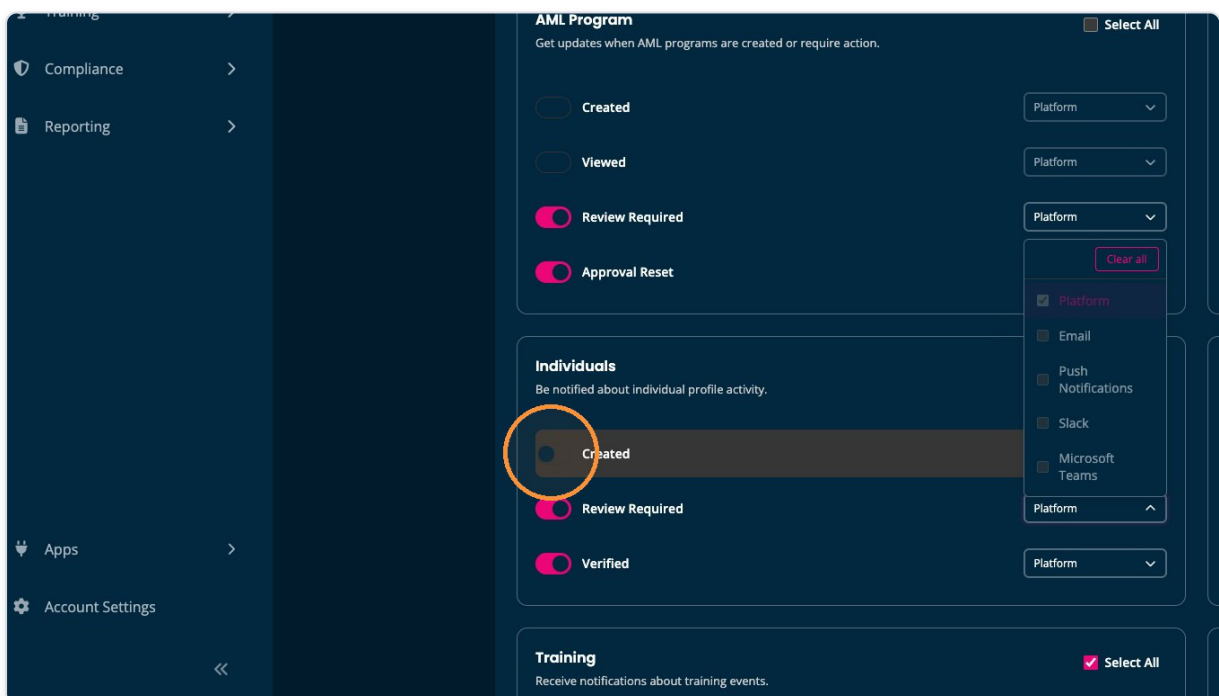
- 1 Click your **user profile icon** (top right), select **Settings**, then open **Notifications**.



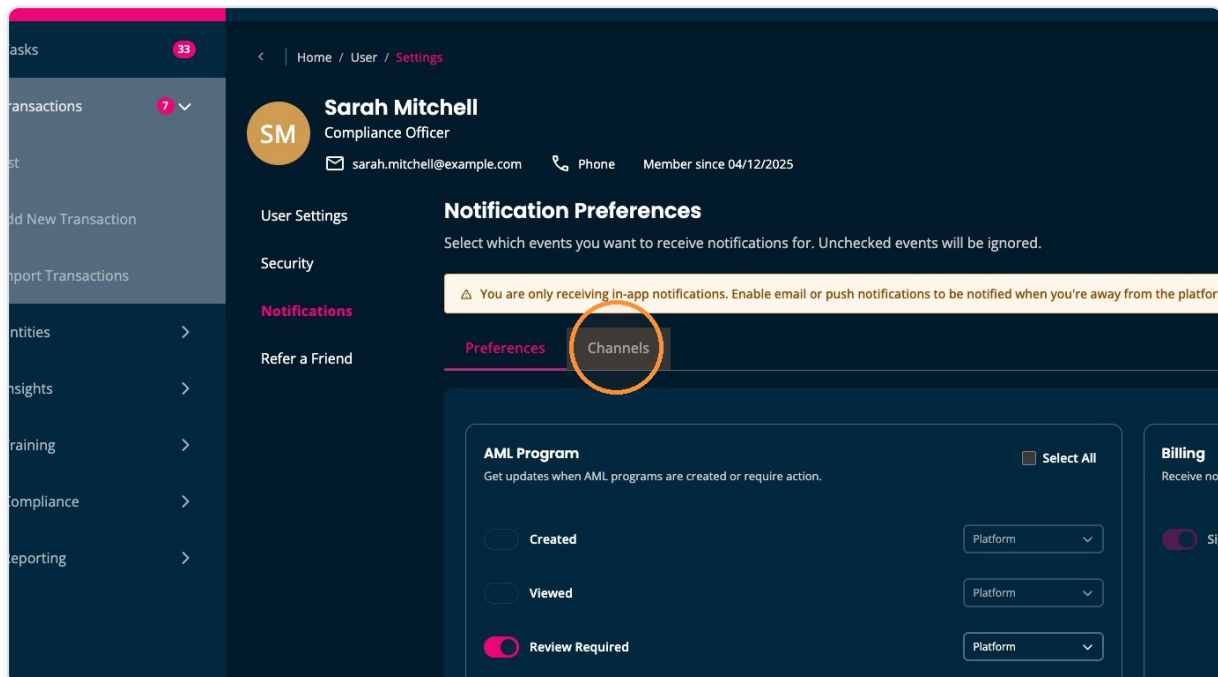
- 2 Use the **Preferences** tab to configure what you receive.



- 3 Use the **toggle** to switch a notification type on or off, and the **dropdown** to choose where it's sent.



- 4 Open the **Channels** tab. If a channel is disabled, click **Enable in account settings** to configure global channels — if you don't have permission, ask your account administrator. Then return and confirm your preferred channels are enabled.



Drowning in email? Rather than turning everything off (and missing compliance-critical items like AML Program reapprovals), tune notification types individually or route them to a different channel.

More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/how-to-configure-platform-notification-preferences-in-easyaml>
- **Video walkthrough:**
https://scribehow.com/o/PKpOki2kThyzGwDRLEXASw/viewer/How_To_Configure_Platform_Notification_Preferences_In_easyAML__5e80c40c