# Client User Notification Settings

There are two places clients can control their notification settings. The first controls the default settings, and the second controls their per engagement notifications.

Default Notifications

To change default notifications, login and go to My Account. This is found in the bottom right corner of the screen, between the Feedback and the Logout buttons.

On the My Account page, click on Notifications in the left column.
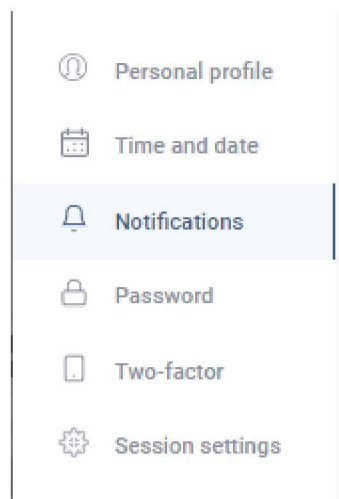
This page will allow you to manually trigger any notifications accrued since your last digest was sent, change the frequency of notifications or the types of actions you are notified about.

Notifications

You have no new notifications

Last notification email sent on 02/15/2023 at 05:16 AM

⊲ Send notifications now

Email notification settings

How often would you like to receive email notifications?

Daily - Morning ⌄

Include the following notifications:

- ☑ Report delivery notifications
- ☑ Invited to a new engagement
- ☑ User assignments
- ☑ New file upload
- ☑ Request comments
- ☑ Request status change
- ☑ A new request is created

Cancel   Save settings

Click the drop-down menu to change the frequency, or check and uncheck boxes to control what kind of actions are included in your digest.

Be sure to save any changes before you leave the page.
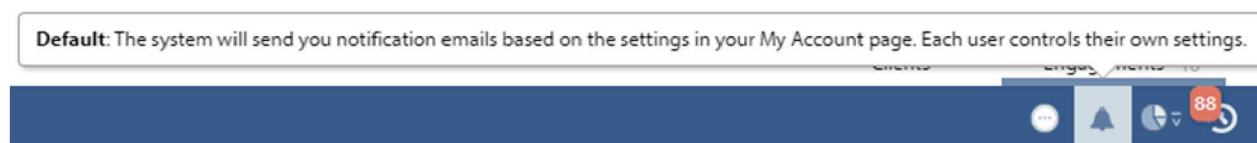
Per Engagement Notifications

To edit notifications for individual engagements, hover over Engagements in the top right corner and click on the name of the engagement.
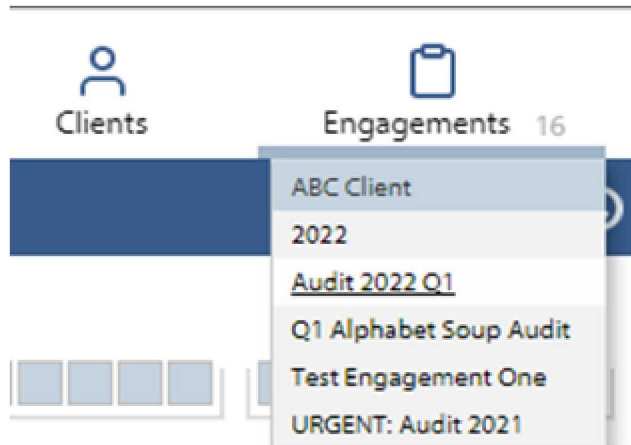
In the top right corner of the engagement page, there is a bell icon.

Hovering over this icon will give you a glimpse of your current settings in this engagement.

Click on the bell icon to open the options for notifications within the engagement. It will bring up this box.

Select the circle to the left of the option you would like to activate, and then click Change Notification Settings.