



## Desktop Pay My Bills Settings - Notifications

You can make changes to notifications for your Bill Center.

### Pay My Bills Settings - Notifications Step-by-Step

Use the following steps to manage your Bill Center notification settings.

Step	Action
1	Click the <b>Pay my Bills</b> menu at the top of the screen.
2	Click the <b>Settings</b> menu at the top of the screen.
3	Click the <b>Manage how you get notifications</b> arrow to select notification preferences.
4	Click the <b>Email</b> checkbox to select/de-select email notifications. <ul style="list-style-type: none"><li>• Selecting the Email checkbox <u>will result</u> in you receiving email notifications.</li><li>• De-selecting the Email checkbox <u>will halt</u> the receipt of email notifications.</li></ul>
5	If your account has multiple email addresses, click the <b>radio button</b> (circle icon) next to the preferred email address.
6	Click the <b>Text Message</b> checkbox to select/de-select text notifications. <ul style="list-style-type: none"><li>• Selecting the Text Message checkbox <u>will result</u> in you receiving text notifications.</li><li>• De-selecting the Text Message checkbox <u>will halt</u> the receipt of text notifications.</li></ul>
7	If your account has multiple phone numbers, click the <b>radio button</b> (circle icon) next to the preferred phone number.
8	Optional: Click the <b>Cancel</b> button at the bottom of the screen to return to Settings.
9	Click the <b>Save Changes</b> button at the bottom of the screen to confirm your notification choices. A <b>Notifications preference saved</b> message displays.
10	Click the <b>Close</b> hyperlink to close the notification message and return to Settings.