Automatic Members Advice Email

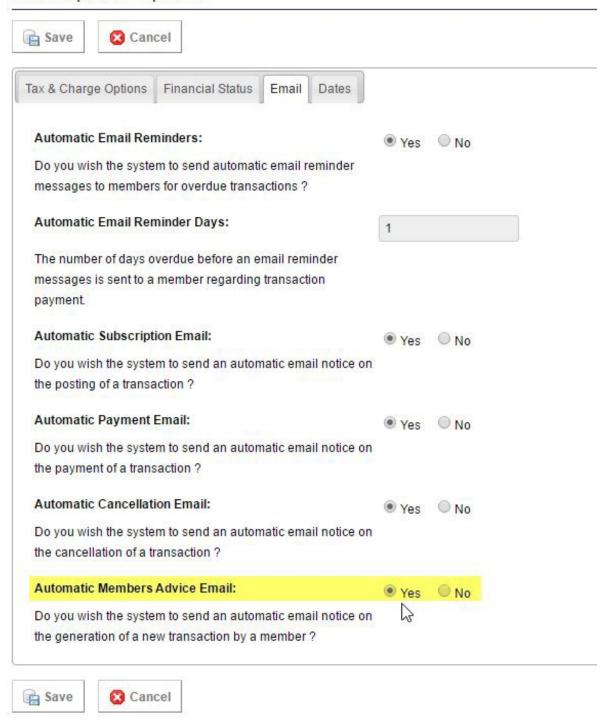
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Quick Steps: Subscriptions > Options > Email > Automatic Members Advice

The Automatic Members Advice Email will send the main contact email address of your organisation an email each time a member creates a transaction on the Members Portal.

- 1. Within the Management Console, select **Subscriptions** from the top menu, then **Options** from the left menu.
- 2. Click **Edit** at the top of the screen.
- 3. Select the **Email** tab, and scroll to the bottom.
- 4. Set Automatic Members Advice Email to Yes and you will begin receiving these emails to the email address listed in Administration > Details.

Subscriptions Options



Note: You can turn these emails off at any time by going back into Options and clicking No.

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