



## MANAGING NOTIFICATIONS

An Account Administrator or Institution User with the Manage Notification Contacts role can manage notifications for an institution. Users with this role have the ability to add additional contacts, update the list of notifications that a contact is receiving, disable a contact, or delete a contact. Contacts are managed from the *Manage Notifications* screen under the Admin tab.

### **Getting Started Managing Notifications:**

1. Navigate to the [NMLS Federal Registry Resource Center](#).
2. Select  in the upper right corner.
3. Select the appropriate context: Federal, if applicable, and Log into NMLS.
4. Select  in the top right corner.

### **Adding a Contact:**

1. From the *Account Administration Home Page*, select **Manage Notifications** on the left navigation panel.
2. Click **Add New Contact**.  
**NOTE:** The blue information message at the top of the *Manage Notifications* screen displays the notifications for which a contact has not been assigned. Once each notification has one or more assigned contact(s) the blue information message will not display. If any notifications remain unassigned, all Account Administrators will receive the unassigned notifications.
3. Enter the individual's Username, First and Last Name, or leave the search criteria blank to get a list of all users.
4. Click **Search**.
5. Select the desired username hyperlink.
6. Select the email notification for the individual to receive.
7. Click **Save**.

### ***Deleting a Contact:***

1. From the *Account Administration Home Page* screen, select **Manage Notifications** on the left navigation panel.
2. Click  next to the desired individual's name.
3. Click **OK** in the popup window, to verify the selected individual should be removed as a notification contact.

### ***Modifying a Contact's Notifications:***

1. From the *Account Administration Home Page* screen, select **Manage Notifications** on the left navigation panel.
2. Click  (edit) next to the desired individual's name.
3. Select/deselect the checkbox next to the notification to add/remove assigned notifications from the list the contact is currently receiving.
4. Click **Save**.

For further assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).