



Receiving Email Notifications on Loan Events

Last Updated: 2022.11.09

Table of Contents

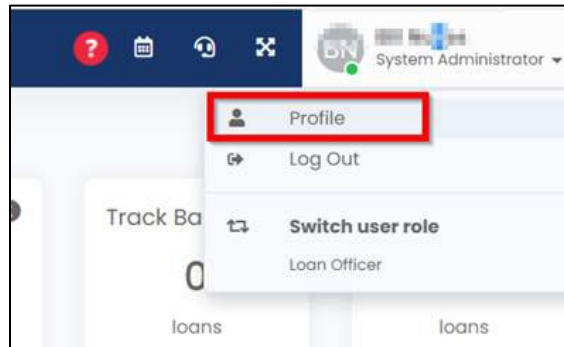
1.	Introduction	3
2.	User Profile Settings	3

1. Introduction

Emporium clients can utilize this tutorial to walk through the steps to turn on email notifications at a user level for loan events.

2. User Profile Settings

Click on your name at the top right and go to your Profile.



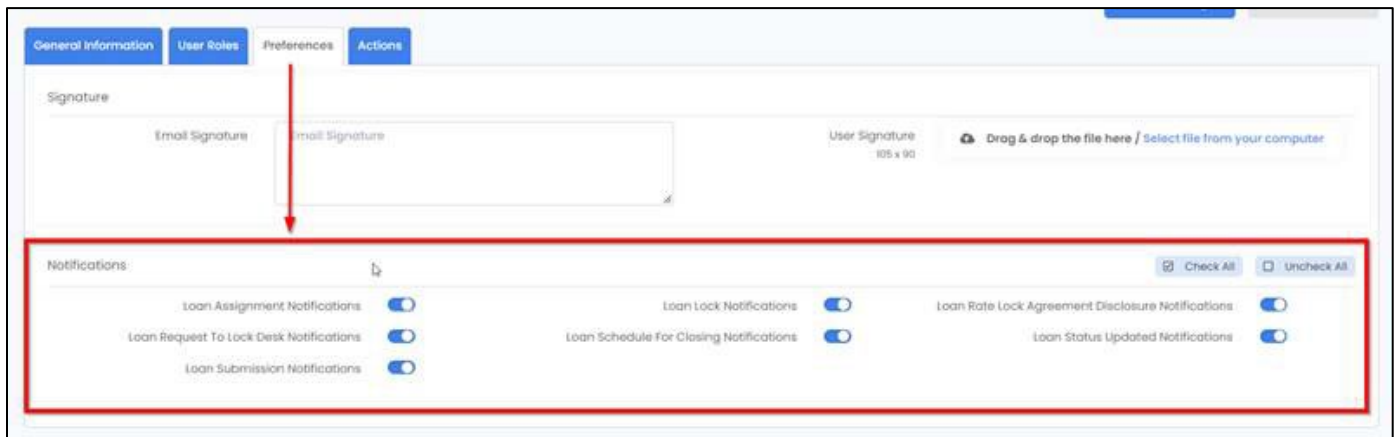
Click "Edit Profile"



Go to the "Preference" tab.



Toggle on any notifications that you would like when such event takes place on a loan. Save changes once all events you want an email notification for is toggled on.



IMPORTANT NOTICE: This document is confidential and is intended for use by mortgage brokers or third-party originators doing business with Emporium. If you are not the intended recipient, you are not authorized to use, download, copy or otherwise use the materials contained herein