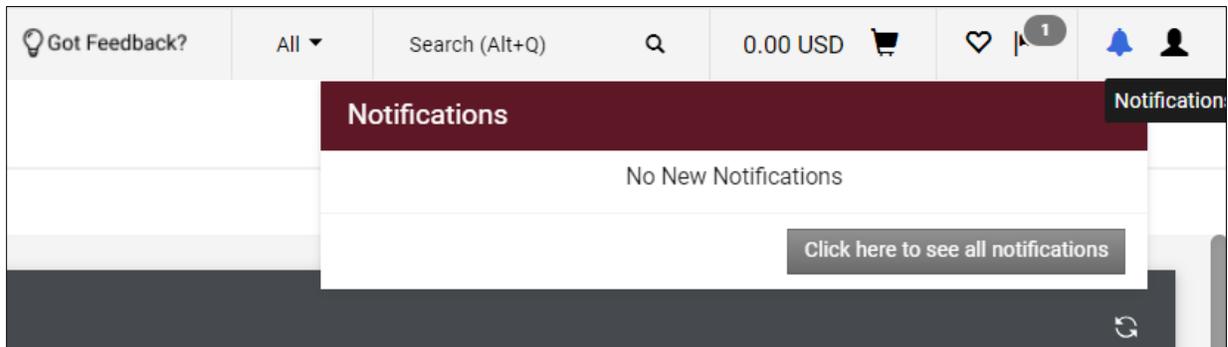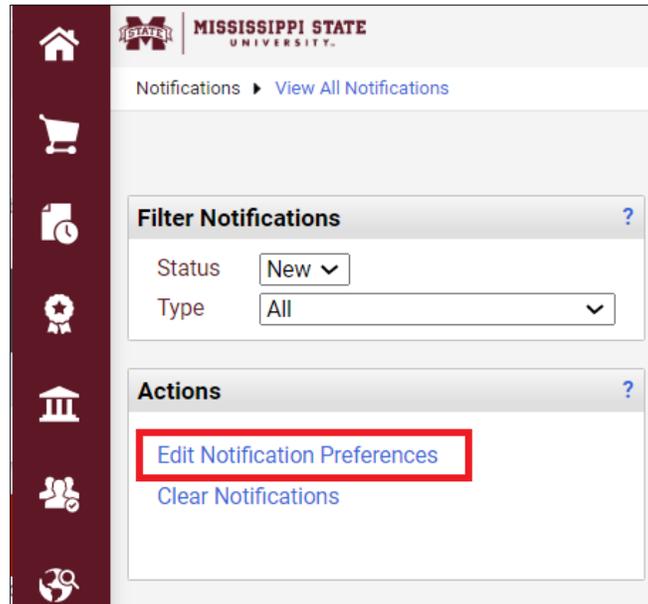# Contract Notifications

Notifications for users are configured by default; end users will receive emails and system notifications for specific communications. These notification preferences can be updated by you.
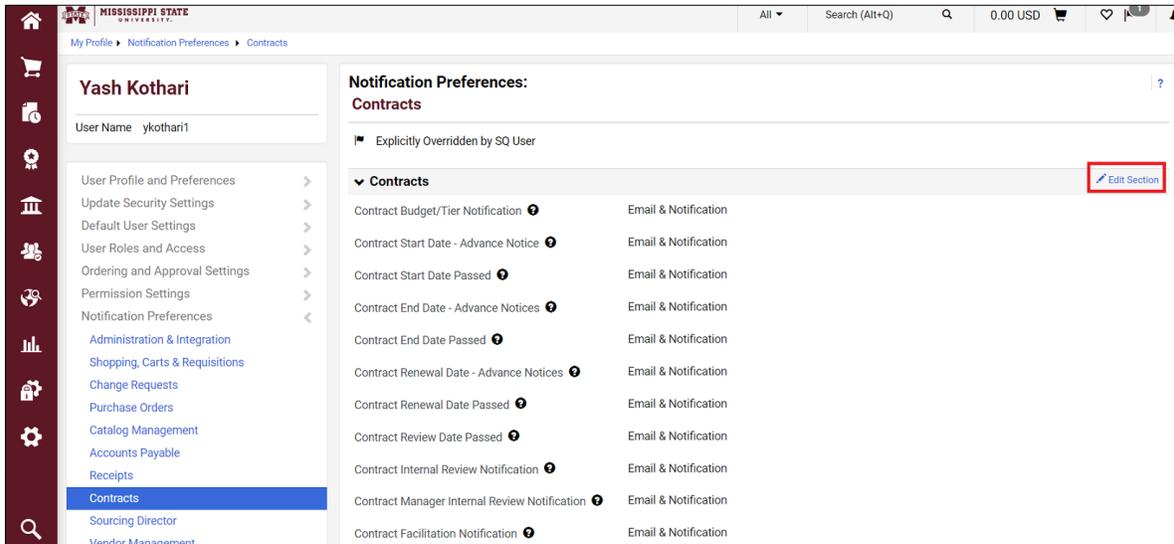
1. Click the notifications icon in the top right corner of the screen and "Click here to see all notifications".

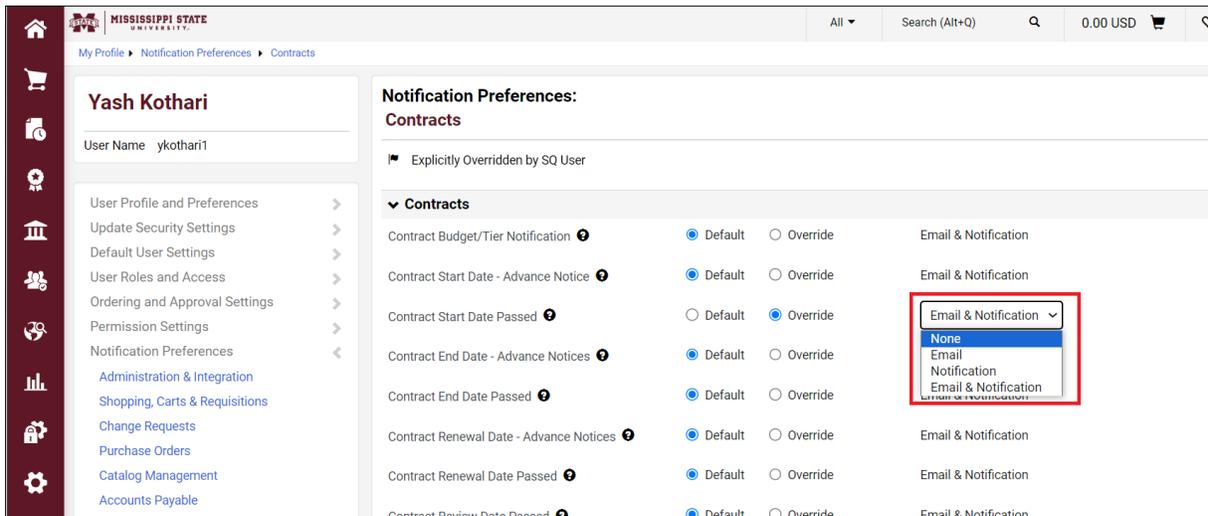
2. Click "Edit Notification Preferences".

3. You will be directed to the Notification Preferences page. Choose "Contracts" from the left menu panel. Select "Edit Section".

4. You will have the ability to update selected notification preferences. To change preferences, select the "Override" radio button and update the notification preference. You may update each of the notifications as you see fit.
    a. None: You will receive no notifications.
    b. Email: You will receive an email regarding the notification.
    c. Notification: You will receive a notification within Contracts+.
    d. Email & Notification: You will receive an email and a notification within Contracts+.

    Note: Clicking the question mark icon provides a brief description of the notification.

5. After updating your notification preferences, be sure to save changes at the bottom right of the page.