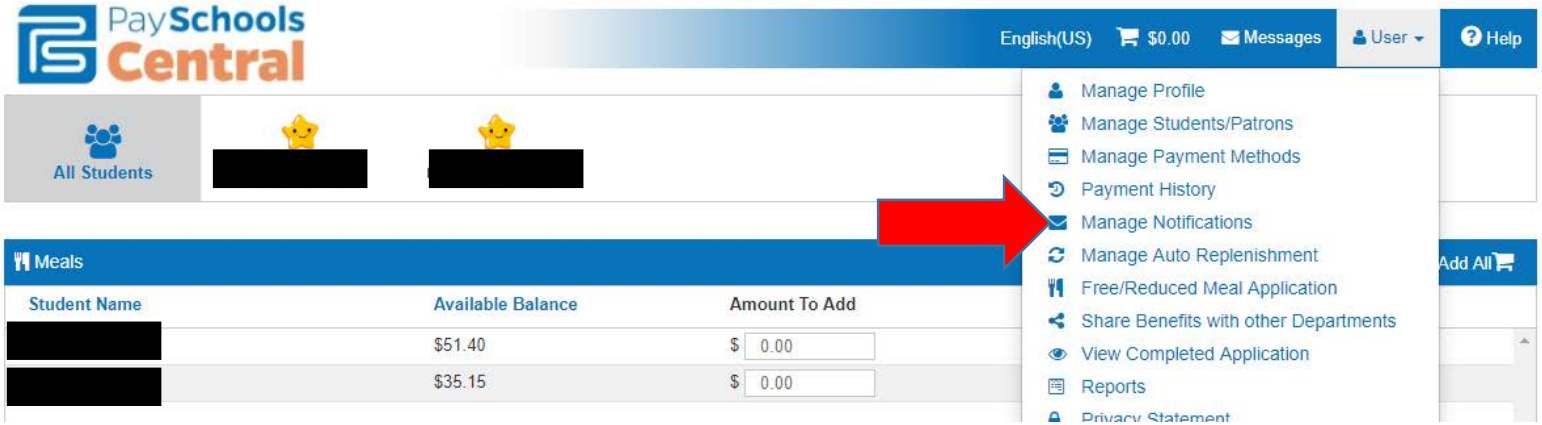
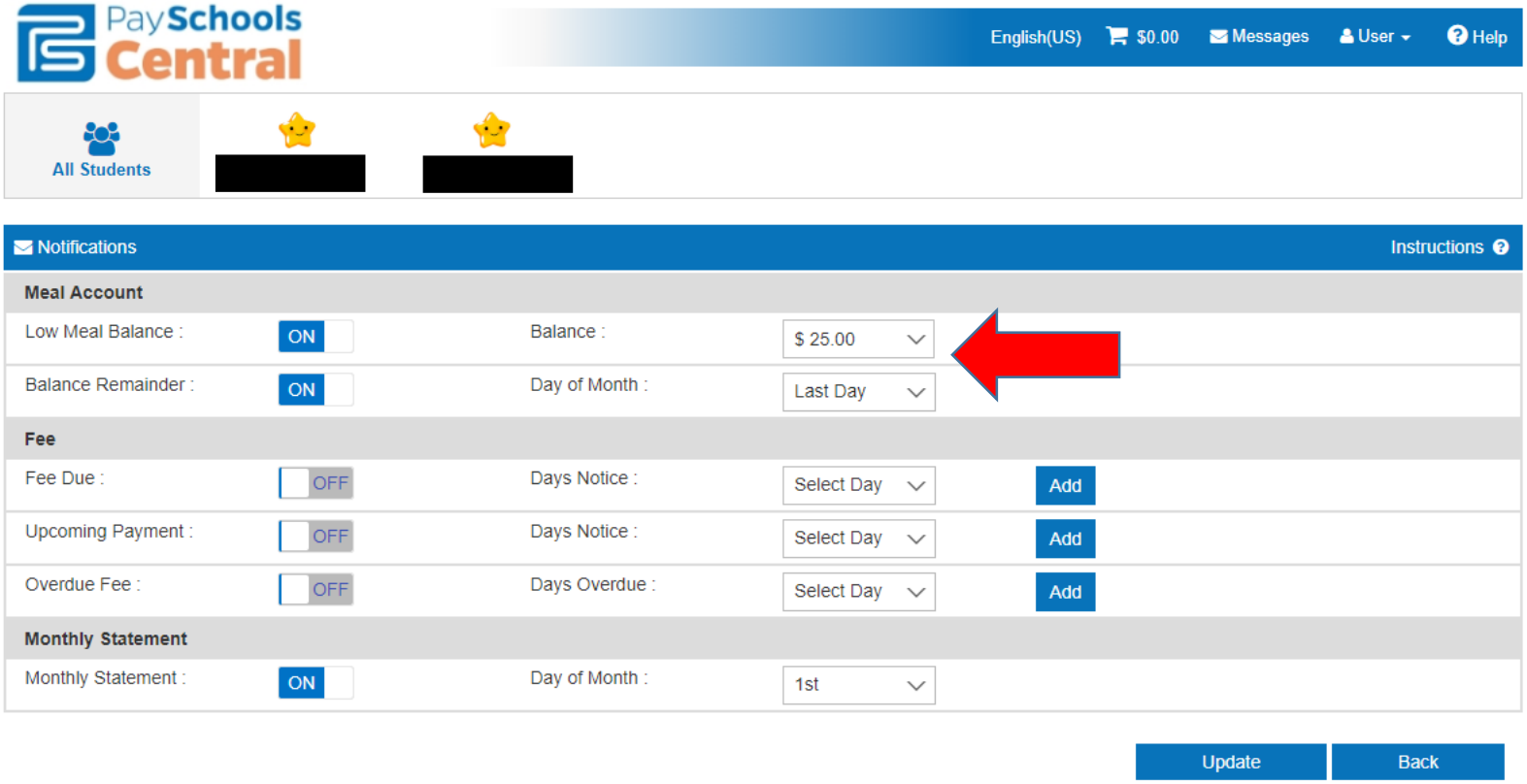
To set up notifications, click on the “User” drop-down menu and select “Manage Notifications”



On the “Notifications” screen, you can set an amount and/or date that will trigger notifications to be sent: