Notification Settings in BOX

Dear Service Providers,

We have received questions about how Service Providers can be notified if TCRC's POS Accounting Department has made any edits that have been made to invoices. Any edits have been added to the folder that contains Service Provider's authorizations lists.

If you need access to this folder, please send Zari Foosherian zarif@tri-counites.org your vendor # and any email addresses that need access.

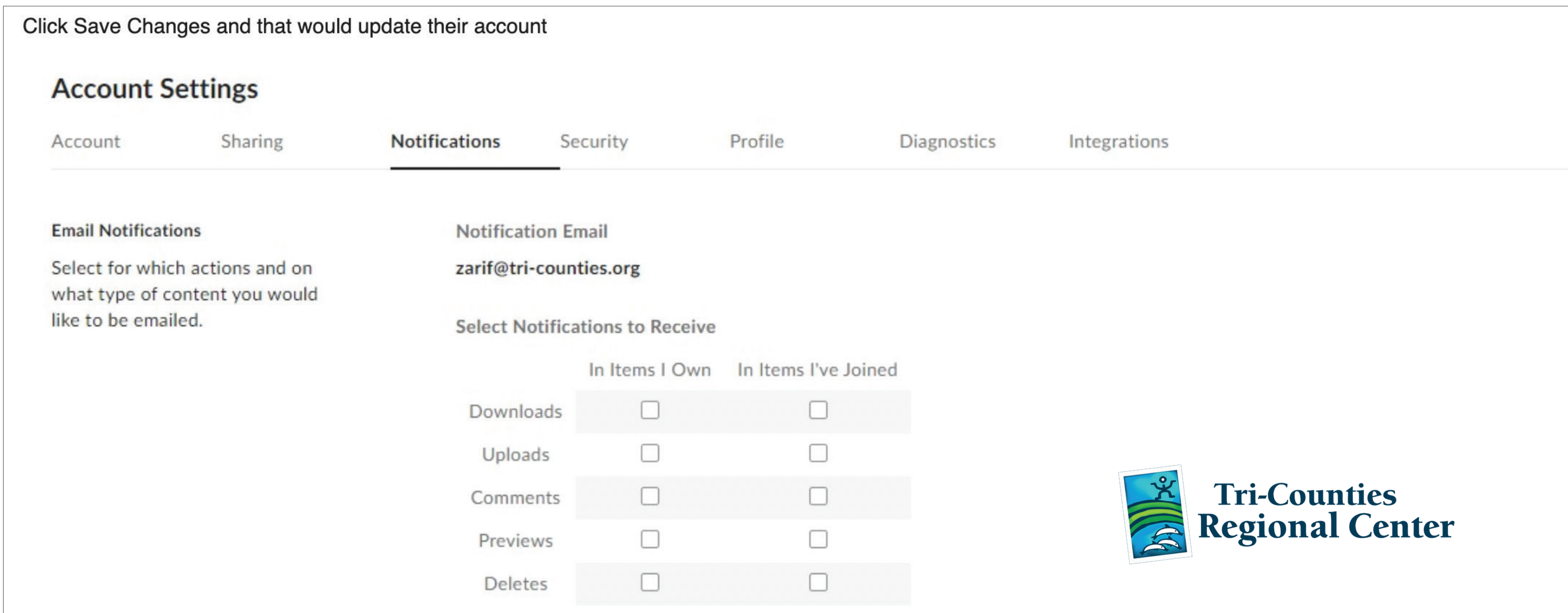
To setup Notifications in BOX, the vendor clicks on their Account (there is a circle on the top right-hand side of the screen that gives options of View Profile, Account Settings, Collaborators, App Center, Help, Terms, Privacy Policy, Acknowledgements and Log Out), then continues with these steps:

Click on Account Settings

Click on Notifications

Check the boxes for Downloads,Uploads, Comments, Previews, Deletes for **In Items I Own** and **In Items I've Joined**

Click Save Changes and that would update their account



Tri-Counties Regional Center