



## **E-mail Notification on the Web!**

Starting June 17, 2003, e-mail notification of ready reports allows you to keep abreast of when your orders are ready to view. As the user, you will have the ability to turn on and off the new e-mail service and manage other tasks.

From the My Profile section, you can add or change your e-mail address, choose the format type for e-mails you will receive and, manage the notification settings by type of report. To access the e-mail feature go to the "My Profile" section of the Web tool to:

- Manage your E-mail Settings
- Activate Report Notification Settings
- Establish new Report Notifications Settings
- Select Daily Digest (Daily report of all activity from the previous day)

Another available feature is Order Confirmation Notification. When you activate the e-mail service, you can choose to receive a confirmation of orders you have submitted. Additionally, if HireCheck has sent you a report message, we will notify you via e-mail so you can check the information promptly.

*If you have any questions regarding this message, please contact your account executive or Client Services at 800.321.4473, ext. 8 -- we'll be happy to assist. Thanks for your business!*