

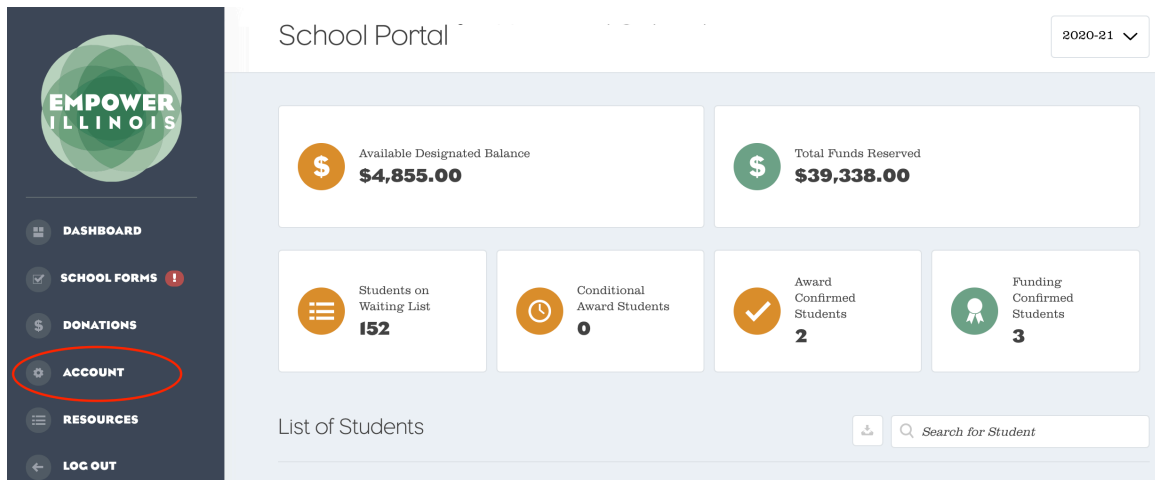


HOW TO:

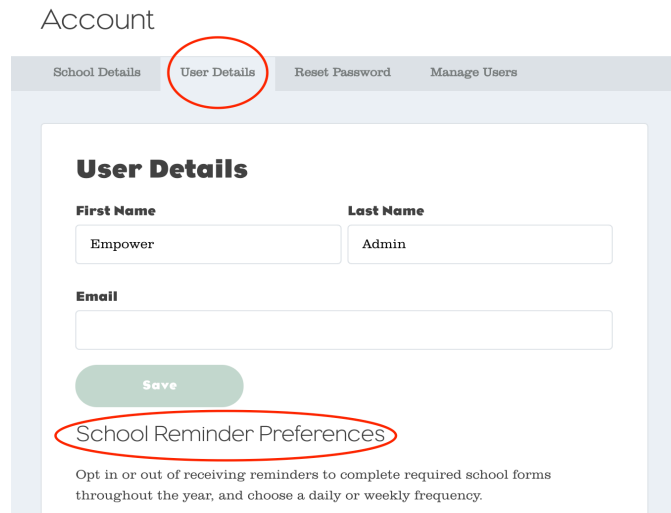
EMPOWERXCHANGE PORTAL NOTIFICATIONS

[EmpowerXChange portal](#) users can opt in or out of receiving notifications from Empower Illinois throughout the year, as well as choose a daily or weekly frequency. Follow the steps below to set notifications to your desired preferences. If notifications are turned on, you will receive notifications about new students added to your waitlist, new donations designated to your school, and reminders about any required school forms.

1. Click "Account" on the left side of the dashboard.



2. Select the "User Details" tab, and scroll down to the "School Reminder Preferences."



3. Please make sure reminders are **turned on**. Select desired notification frequency and click "Save."

School Reminder Preferences

Opt in or out of receiving reminders to complete required school forms throughout the year, and choose a daily or weekly frequency.

Reminders On

Yes No

Frequency

Daily
 Weekly

Save

If you have any questions please contact Empower Illinois at schools@empowerillinois.org or 800-616-7606.