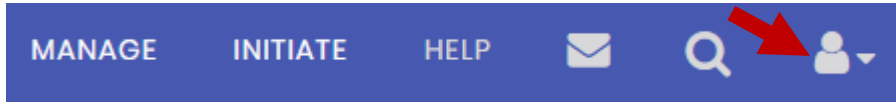


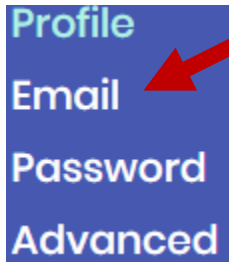
InformedK12 Instructions Guide


Email Notifications (Account-Holders)

Account-holders may enable or disable email notifications via their account settings page.



- 1.
2. Click on **Account settings**
3. On the left sidebar, select **Email**



4. On the **Email** page, you may choose which type of email notifications to turn on or off. Any forms in your queue will still continue to be available in your inbox. 

Email notifications

Approval needed

Sent when a form needs your approval.

On Off

Initiate forms

Sent to confirm that you've initiated a form.

On Off

Save progress

Sent each time you save your form.

On Off

Form complete

Sent when your form has completed the approval process.

On Off

Save