

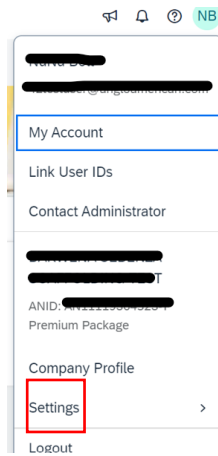
Quick Reference Guide: HOW TO TURN OFF EMAIL NOTIFICATIONS

HOW TO TURN OFF EMAIL NOTIFICATIONS ON YOUR PROFILE

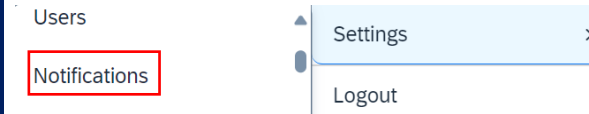
Click on the initials in the top right hand corner on your home page



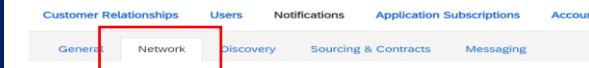
Select Settings



Select the Notifications tab



Select the Network tab



Scroll down to Electronic Invoice Routing and remove the tick.

