



# HOW TO GUIDE

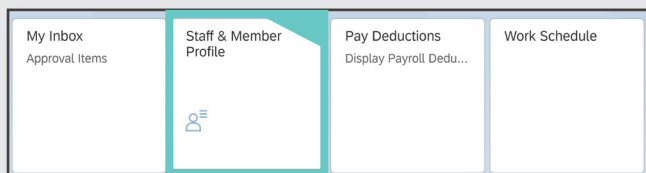
# OPT-IN OR OPT-OUT OF EMAIL NOTIFICATIONS

This guide will explain how to opt-in or opt-out of receiving PEMS email notifications. You can receive an email notification when a claim is assigned to you for review or certification or when the status of your claim changes.

**\*NOTE:** If a claim is 'Returned' you will always receive an email notification. For example when a parliamentarian 'Returns' a claim, or if an IPEA or MaPS Administrator 'Returns' a claim for action.

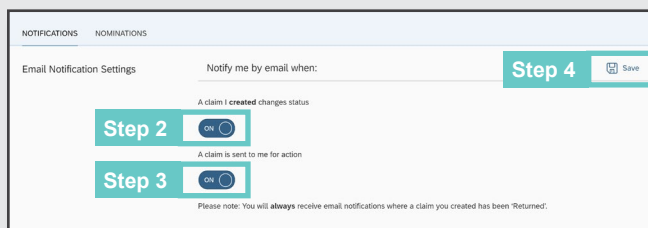
## Steps to opt-in or opt-out of email notifications

1. Log in to PEMS and then select the **Staff & Member** tile.



## When to seek assistance

2. Use the on/off slider titled: **Notify me by email when: A claim I created changes status** to manage email notifications when the status of your claim changes. For example, when a 'draft' claim is 'certified'.
3. Use the on/off slider titled: **Notify me when: A claim is sent to me for action**, to manage email notifications when claims are sent to you.
4. Click on the **save** icon at the top right of the section to save your setting changes.



## For further information or support:

### MaPS

Non-travel related work expenses and HR services and advice.



[maps.finance.gov.au](http://maps.finance.gov.au)

### IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.



[ipea.gov.au](http://ipea.gov.au)