



HELP GUIDE

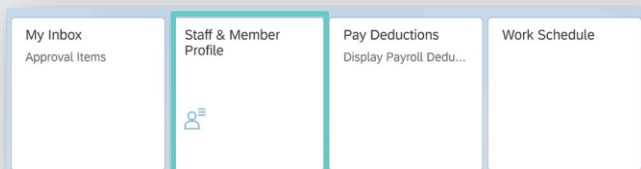
Email notifications

This guide explains 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/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 parliamentary 'Returns' a claim, or if an IPEA or MaPS Administrator 'Returns' a claim for action.

Opt-in or opt-out of email notifications

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



2. Toggle the settings on/off for email notifications regarding:

- status changes of claims you created (eg: when a claim is certified by your parliamentary and moves from 'Draft' to 'Certified' status)
- claims sent to you for action (eg: to be reviewed or certified).

3. Click on the **save** icon at the top right of the section to save your changes.

For further information or support:

MaPS

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



maps.finance.gov.au

IPEA

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



ipea.gov.au