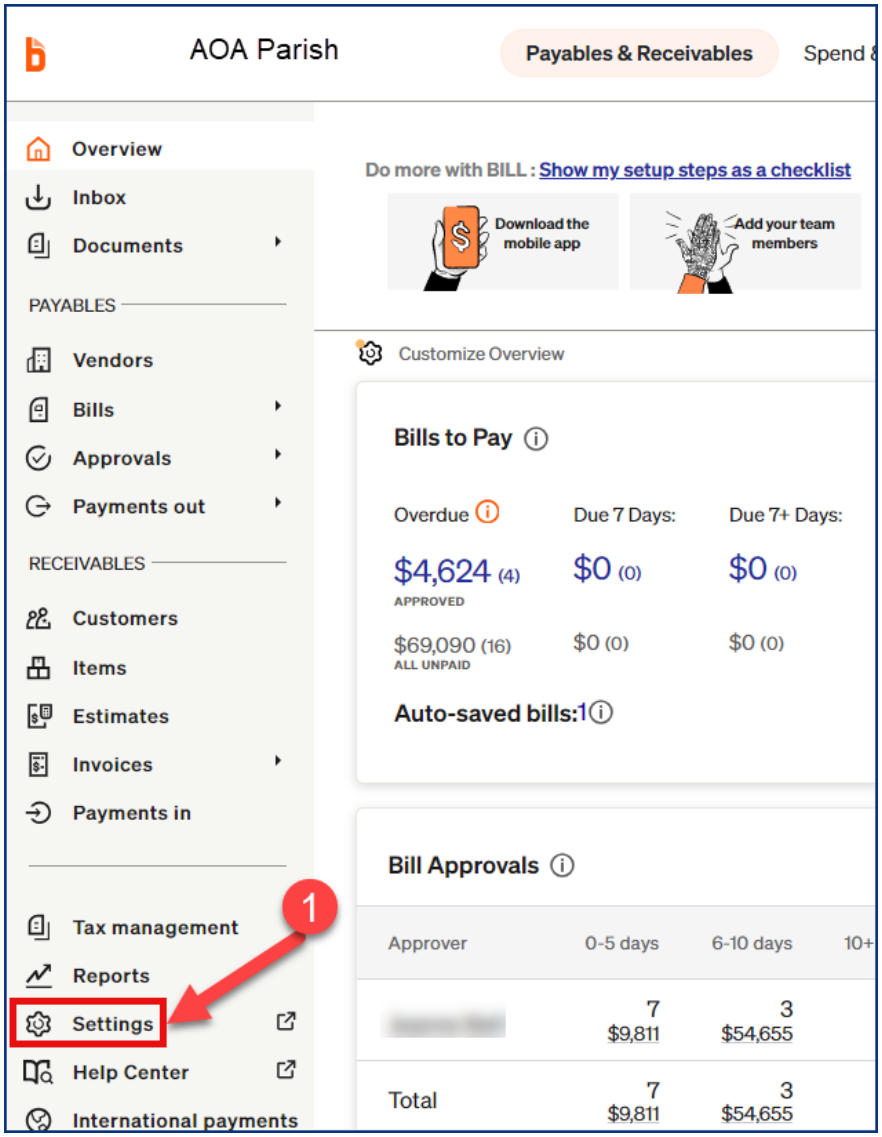
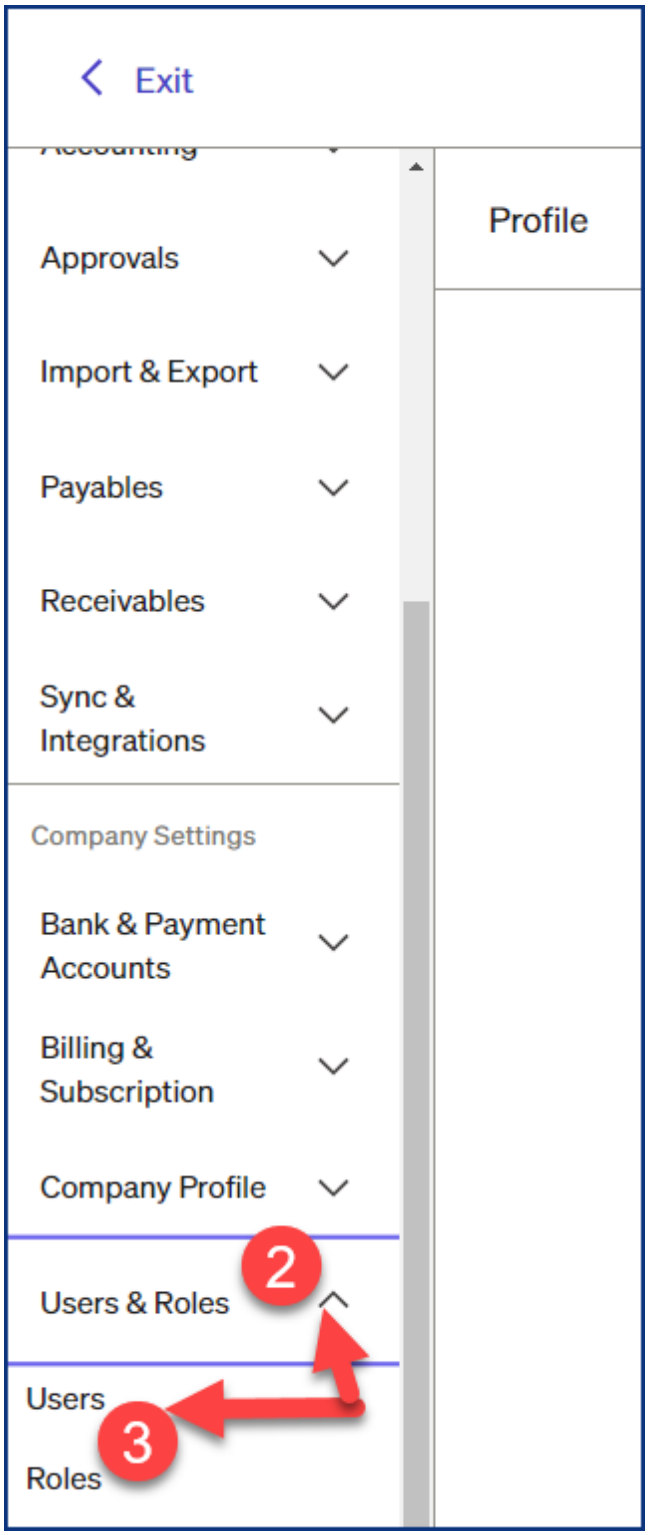
THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA

Getting too many emails from Bill in your inbox? Not getting any emails or enough emails? You can take control! These steps show you how to set your email preferences in Bill.

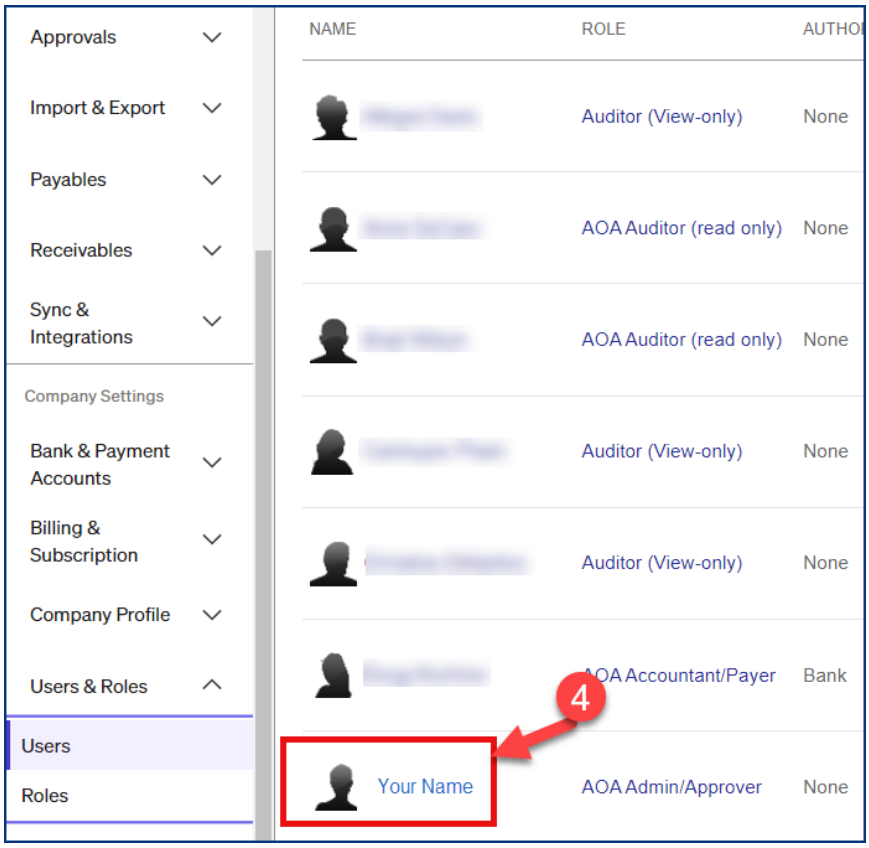
1) Click Settings in the menu.



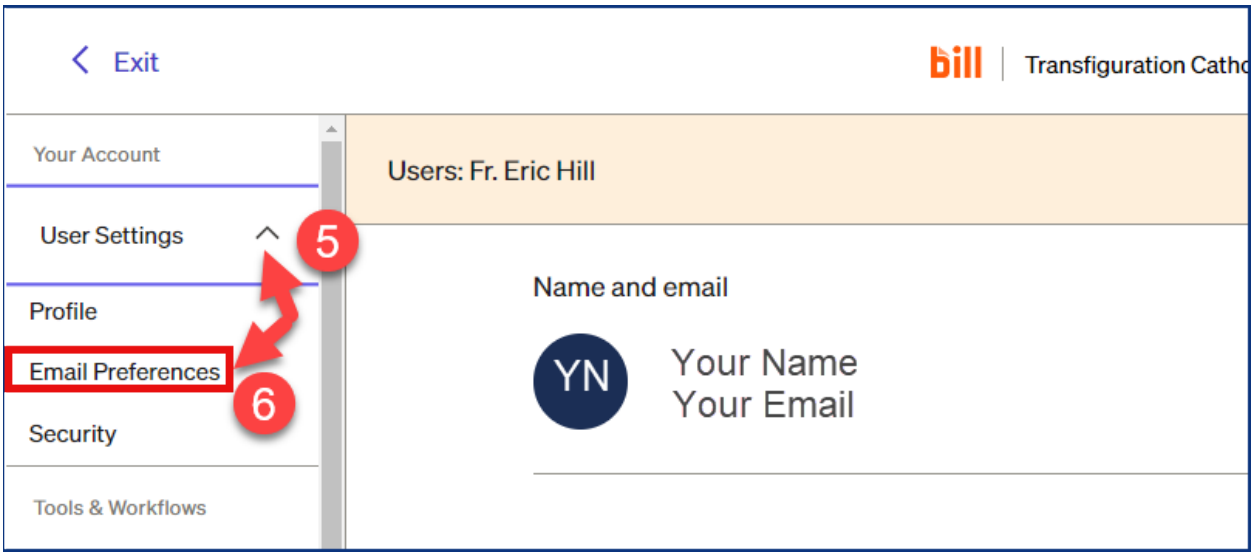
2) Click the drop down next to Users and Roles
3) Click Users

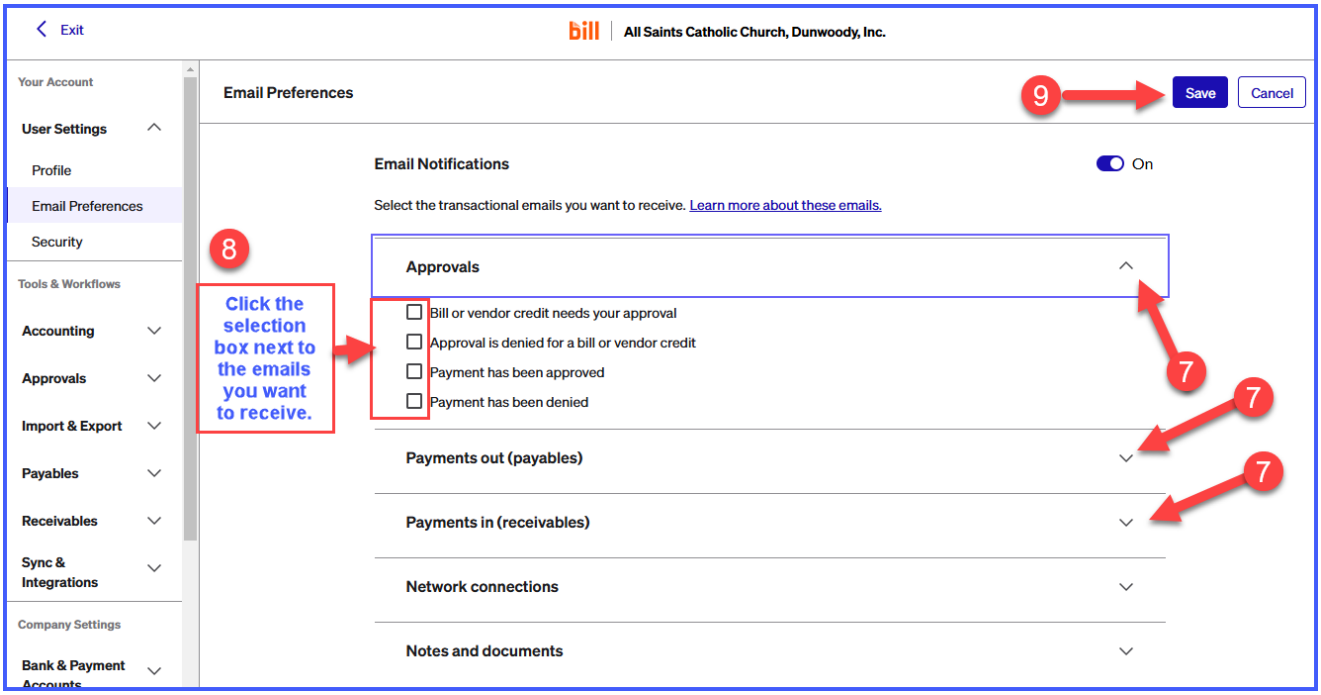


4) Find your name on the list of users. Click your name.



5) Click the drop down arrow next to User Settings
6) Click Email Preferences



When Email Preferences opens, look in the middle of the screen.

7) Select the drop-down arrow next to each area (Approvals, Payments Out, Payments In, etc.) to select or de-select which emails you want to receive.
8) Click the selection box next to the emails you want to receive from Bill to your email account.
9) Click Save to close