



**3** Enter the code sent to your email address.

We've sent a verification code to your email address:  
a\*\*\*\*\*r@gmail.com  
Check your email and enter the code.  
The code will expire in 10 minutes.

**Verify Identity**  
Enter code below

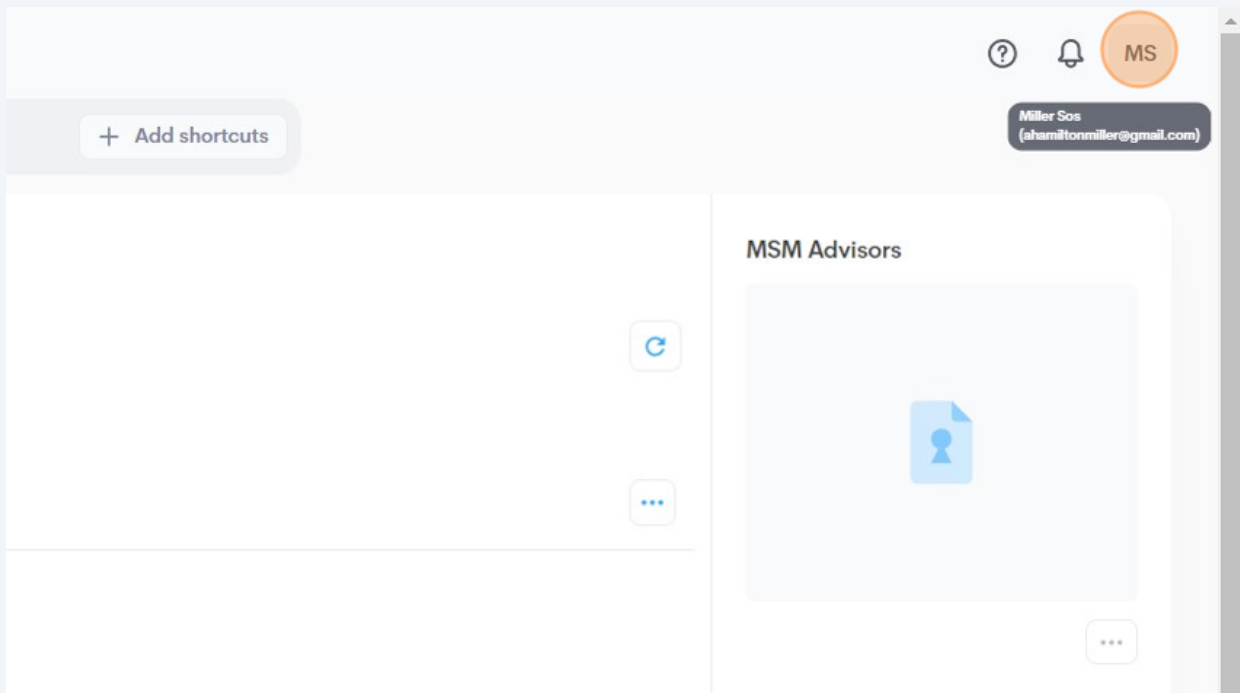
Verification Code

**Submit**

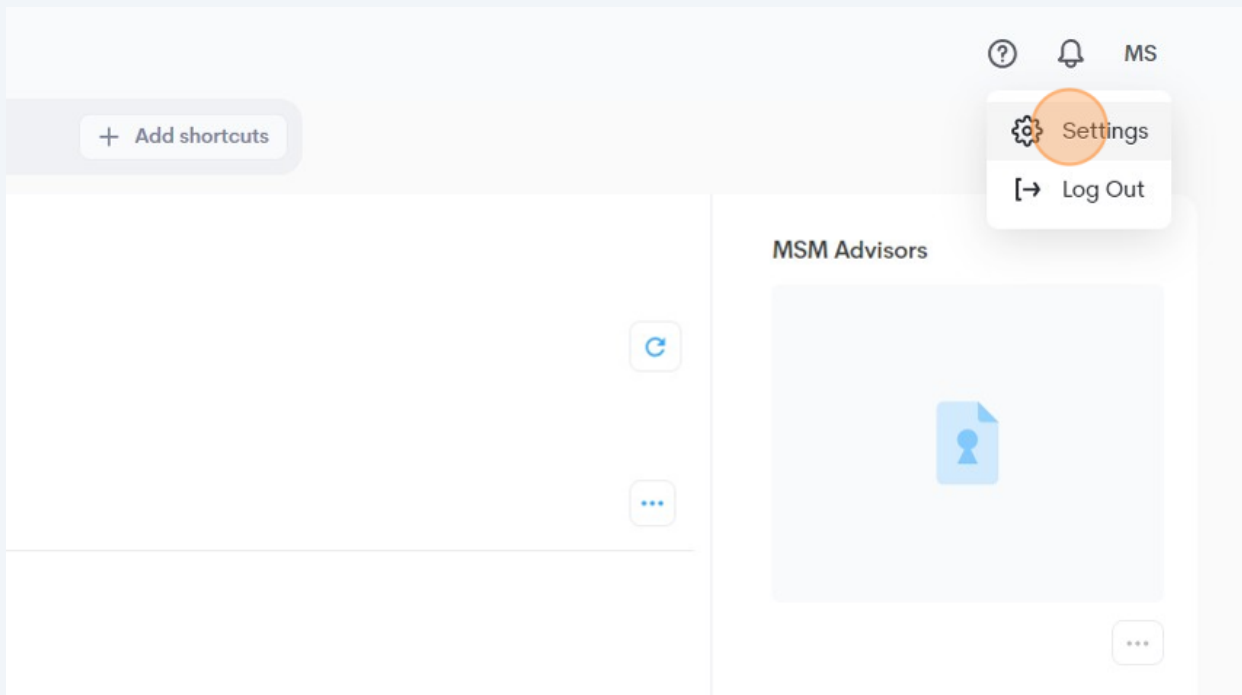
Resend Verification Code

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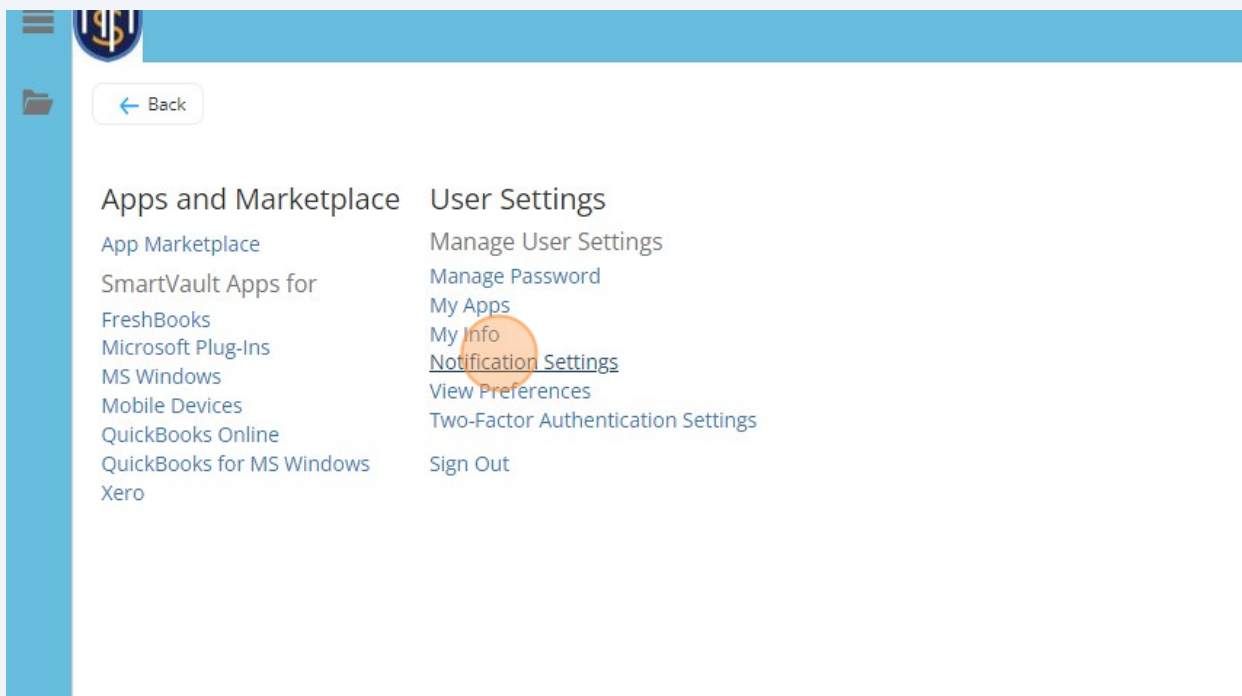
**4** Once you are in SmartVault, Click your Initials in the top right-hand corner.



5 Select the gear icon for "Settings" from the menu



6 Click "Notification Settings"



7

Change the UPLOAD Notifications to 15mins. You will only be notified when we upload files for your review.

The screenshot shows the 'Upload Email Notifications' section of the SmartVault settings. It includes a header with a logo and a menu icon. Below the header, there is a section titled 'Upload Email Notifications' with a descriptive paragraph. A dropdown menu for 'Send upload notifications:' is set to 'Once a day (9:00 a.m.)'. Below this is a section titled 'Download Email Notifications' with another descriptive paragraph. A dropdown menu for 'Send download notifications:' is open, showing options: 'Every 15 Minutes', 'Every Hour', 'Twice a day (9:00 a.m. and 5:00 p.m.)', 'Once a day (9:00 a.m.)', and 'Never'. The 'Once a day (9:00 a.m.)' option is highlighted. A 'Save Changes' button is located at the bottom right of the settings area.

8

(OPTIONAL) Change the download notifications to every 15mins.

The screenshot shows the 'Download Email Notifications' section of the SmartVault settings. It includes a header with a logo and a menu icon. Below the header, there is a section titled 'Download Email Notifications' with a descriptive paragraph. A dropdown menu for 'Send download notifications:' is set to 'Once a day (9:00 a.m.)'. Below this is a section titled 'Send upload notifications:' with a dropdown menu set to 'Every 15 Minutes'. A 'Save Changes' button is located at the bottom right of the settings area. A separate dropdown menu is shown at the bottom of the page, listing the same options as in the previous screenshot, with 'Once a day (9:00 a.m.)' highlighted.

## 9 Be sure to Save Changes

Every 15 Minutes

### Download Email Notifications

SmartVault can automatically send you download email notifications when someone downloads a file from a vault or a folder that you have access to. Specify when you would like to receive download email notifications.

Send download notifications:

Every 15 Minutes

Save Changes

## 10 Dismiss the success message



Success

Dismiss x

Notification settings saved successfully.

Uploads a file into a  
download email

### Download Email Notifications

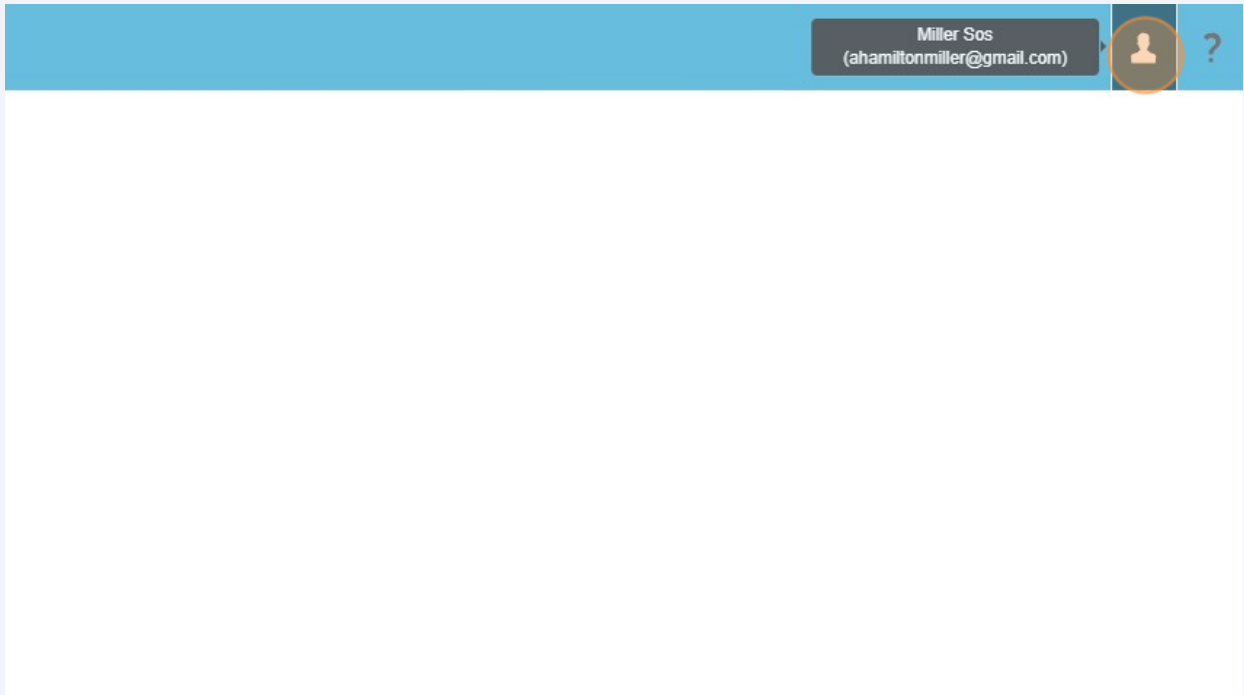
SmartVault can automatically send you download email notifications when someone downloads a file from a vault or a folder that you have access to. Specify when you would like to receive download email notifications.

Send download notifications:

Every 15 Minutes

Save Changes

11 Click the Person icon to sign out



12 Click "Sign Out"

