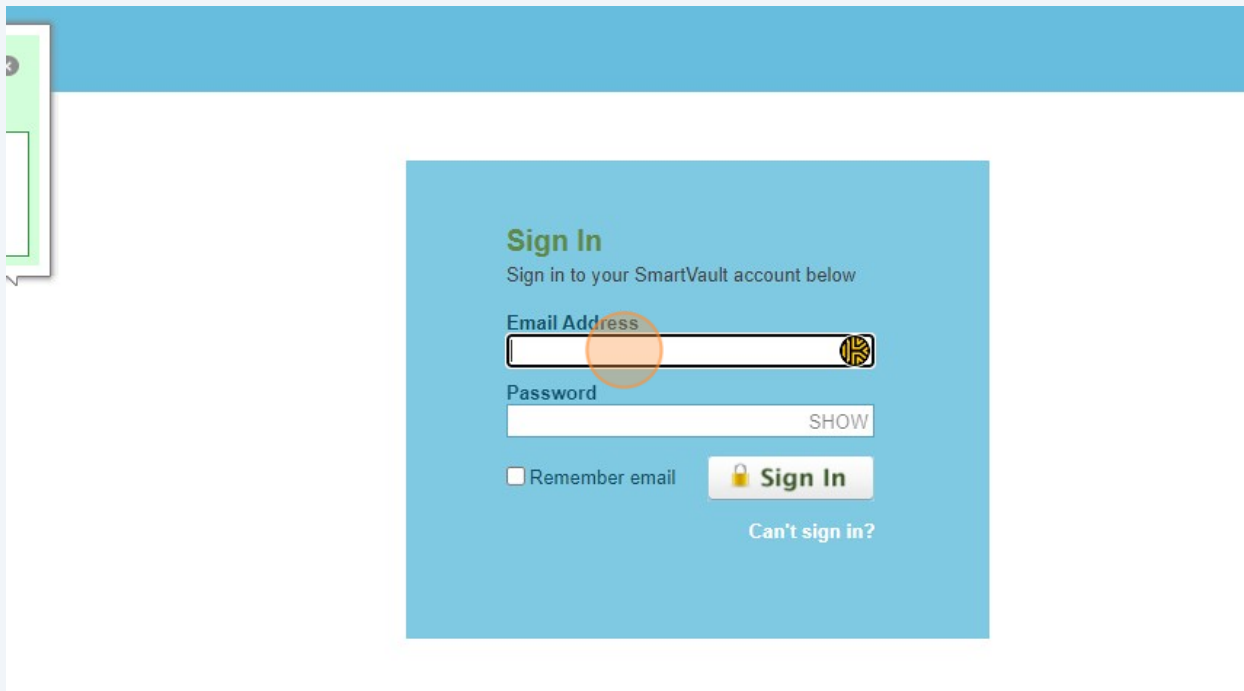# How to Update SmartVault Notifications

To be able **to receive Notifications as quickly as possible** when Your Tax Return Is Ready, set your SmartVault notifications to every 15mins.

1   Navigate to **SmartVault**.

2   Sign-in using your email address and password.

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
938884

Submit

Resend Verification Code

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

MS

Miller Sos
(ahamiltonmiller@gmail.com)

+ Add shortcuts

MSM Advisors
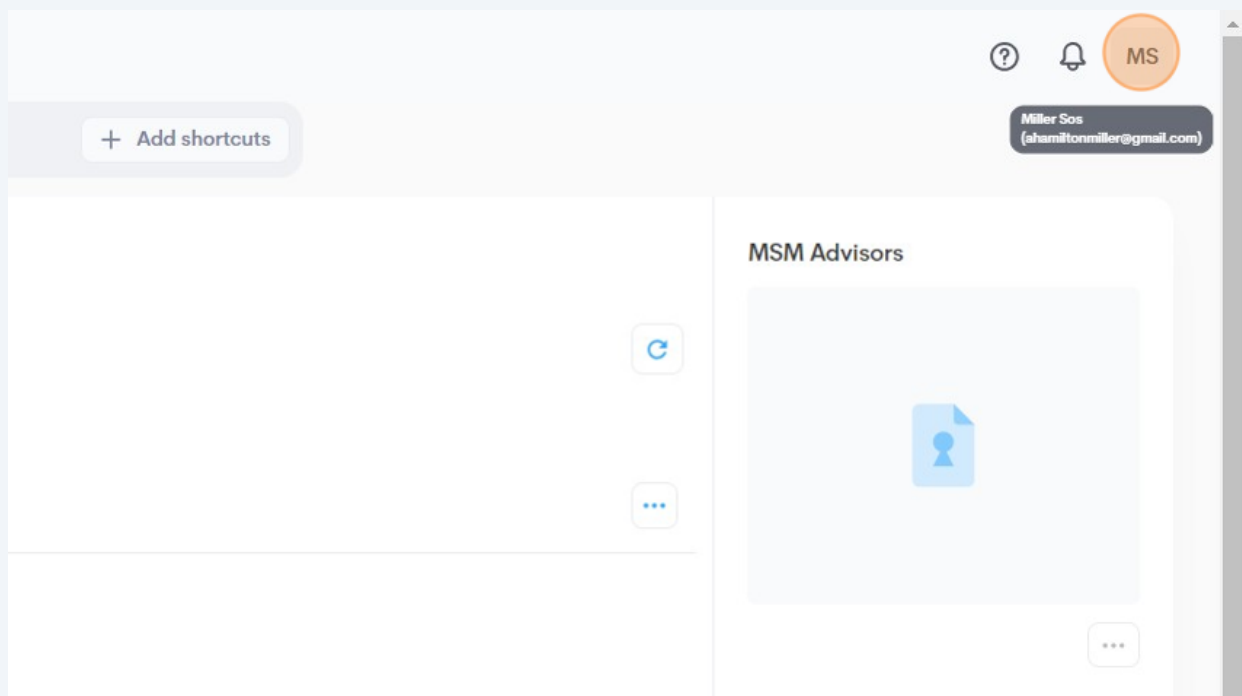
5 Select the gear icon for "Settings" from the menu
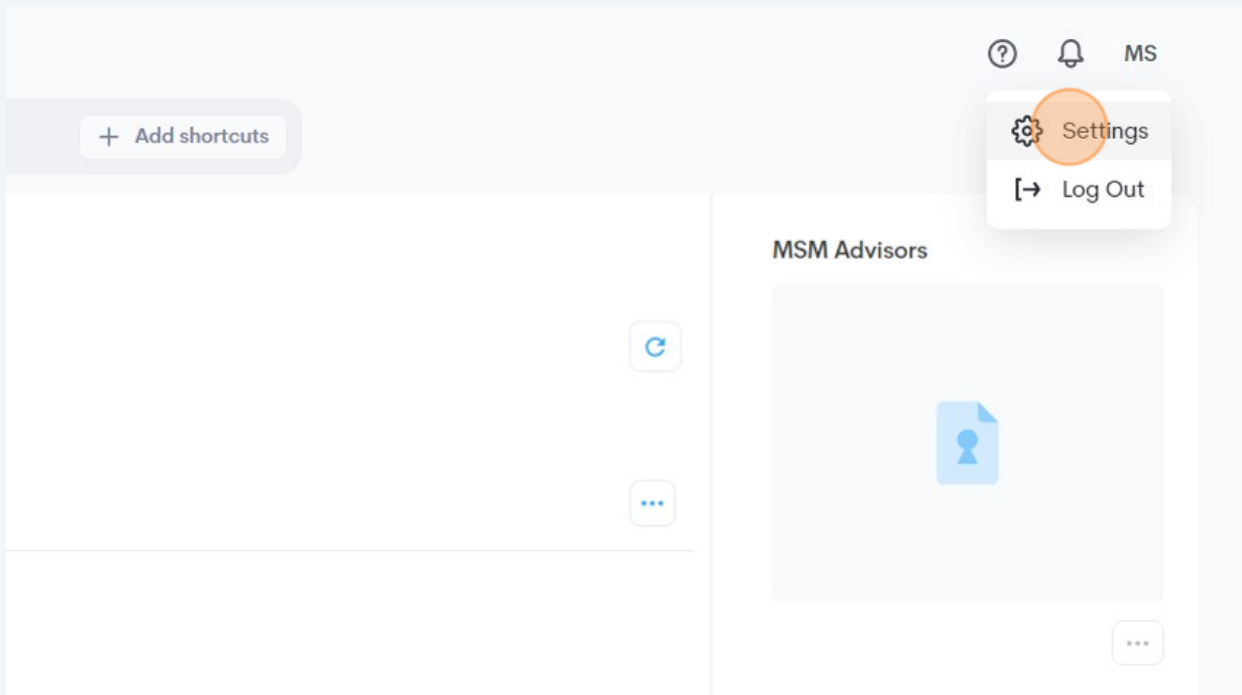
6 Click "Notification Settings"
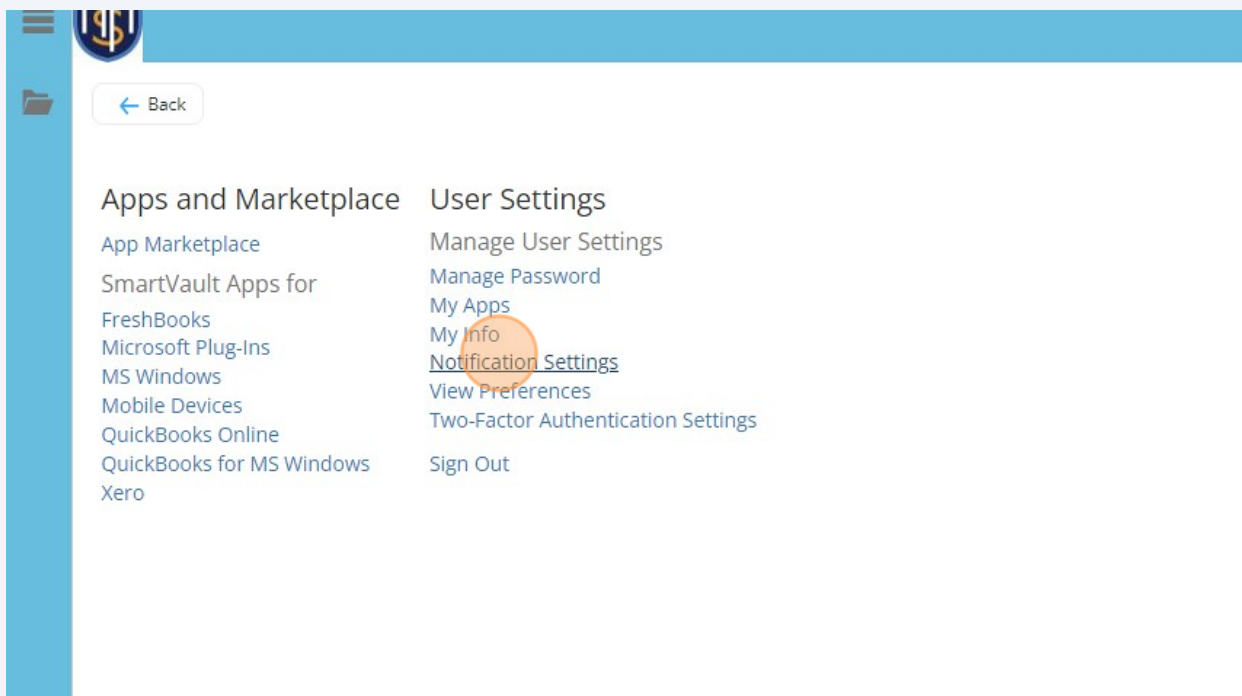
7 Change the UPLOAD Notifications to 15mins. You will only be notified when we upload files for your review.

Upload Email Notifications

SmartVault can automatically send you upload email notifications when someone uploads a file into a vault or a folder that you have access to. Specify when you would like to receive upload email notifications.

Send upload notifications:

Once a day (9:00 a.m.)

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.

Every 15 Minutes
Every Hour
Twice a day (9:00 a.m. and 5:00 p.m.)
Once a day (9:00 a.m.)
Never

Save Changes

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

vault or a folder that you have access to. Specify when you would like to receive upload email notifications.

Send upload notifications:

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:

Once a day (9:00 a.m.)

Save Changes

Every 15 Minutes
Every Hour
Twice a day (9:00 a.m. and 5:00 p.m.)
Once a day (9:00 a.m.)
Never

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 ✕

Notification settings saved successfully.

...ploads a file into a ...load email

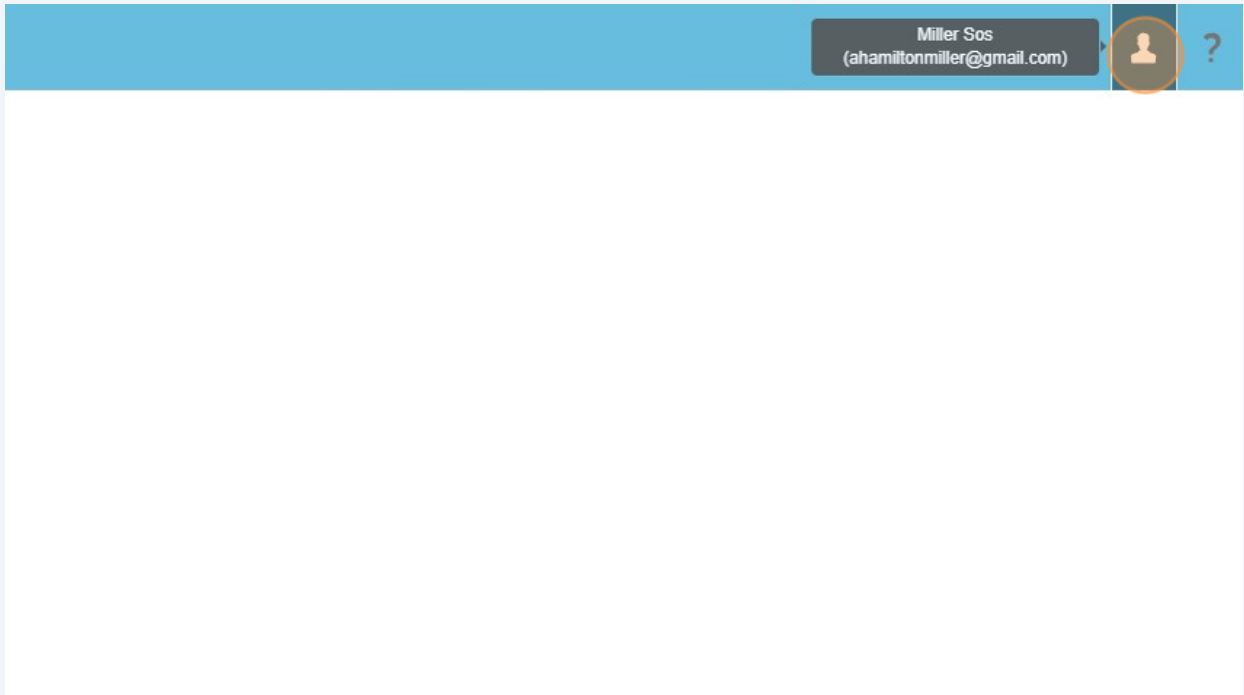**Download Email Notifications**

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

Miller Sos
(ahamiltonmiller@gmail.com)

?

12 Click "Sign Out"

Apps and Marketplace

App Marketplace

SmartVault Apps for

FreshBooks
Microsoft Plug-Ins
MS Windows
Mobile Devices
QuickBooks Online
QuickBooks for MS Windows
Xero

User Settings

Manage User Settings
Manage Password
My Apps
My Info
Notification Settings
View Preferences
Two-Factor Authentication Settings
Sign Out