

How to: **Set Reminders on a Firm-wide Basis:**

This step-by-step guidance provides information on how to set Return reminders on a firm-wide basis for all of the firm's Returns.

To submit a request on a specific Return, please complete the following steps:

- i. Once logged in as the Firm Administrator, on the *Home Page*, select '**Administration**' as shown in figure 1.1.

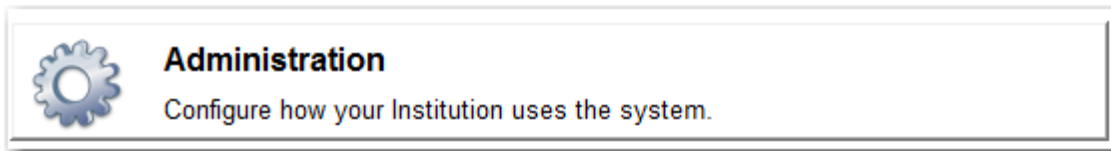


Figure 1.1

- ii. On the *Institution Administration Page* in figure 1.2 select '**Manage Notifications**'.

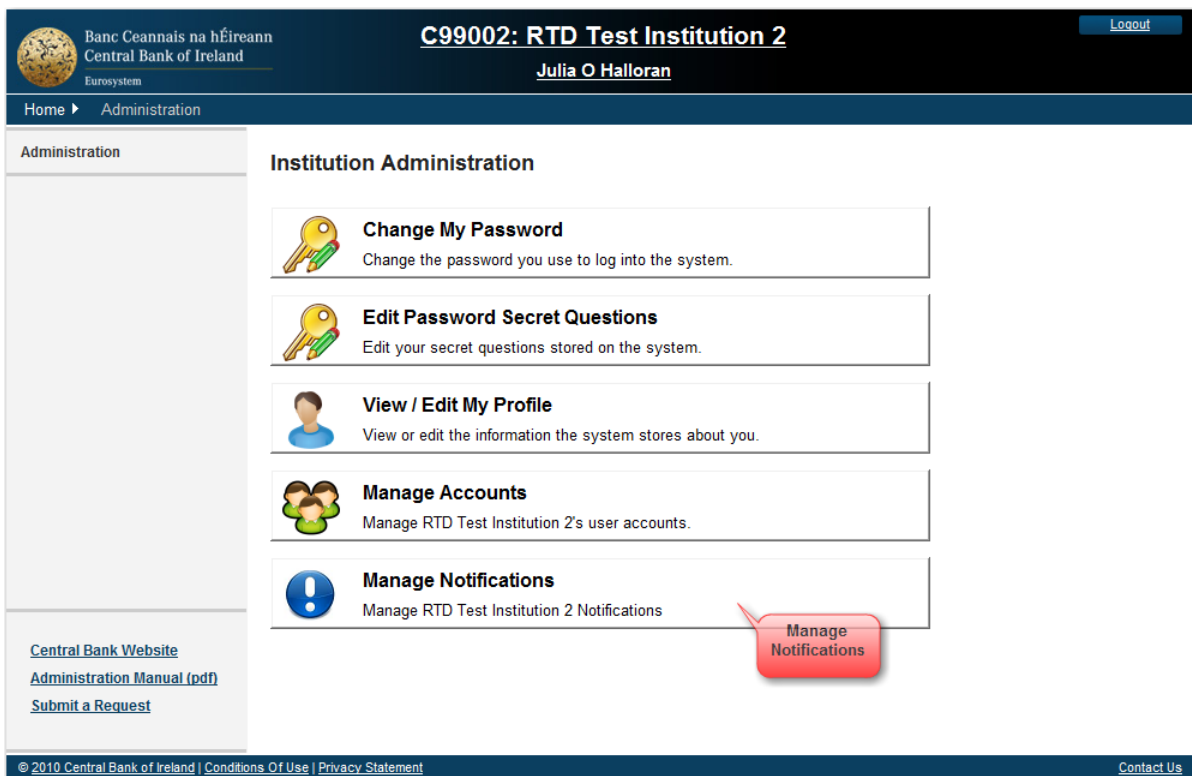


Figure 1.2

- iii. On the Manage Notifications Page, shown in figure 1.3, select the '**Set Institution Notification Preferences**' in figure 1.4. This allows the User to determine the frequency of notifications for the entity as a whole. The User can also customise reminders for each return type under the '**Return Type Notification Preference**'.

C99002: RTD Test Institution 2 [Logout](#)

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Home ▶ Administration ▶ Manage Notifications

Manage Institution Notifications

This page displays the administration options for your institution.

As an administrator you can manage your institution's user accounts, setup new users, reset their passwords etc.

Administer 'RTD Test Institution 2'

- Set Institution Notification Preferences**
Manage RTD Test Institution 2's Notification Preferences
- Return Type Notification Preferences**
Manage RTD Test Institution 2's Return Type Preferences.
- View User Notifications**
View RTD Test Institution 2's User Notifications.

Figure 1.3

Set Institution Notification Preferences
Manage RTD Test Institution 2's Notification Preferences

Fig 1.4

- iv. As can be seen in Figure 1.5, check and uncheck the relevant box or boxes on the right-hand side to select particular reminders and click 'Save'.

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Home ▶ Administration ▶ Manage Notifications ▶ Institution Notification Preferences

Institution Notification Preferences

This page displays current notification settings for your firm

As a firm administrator you can switch on/off the receipt of reminders and/or acknowledgements for your firm

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

'RTD Test Institution 2' Notification Preferences

Institution Number: 99002

Institution Name: RTD Test Institution 2

Display Name: RTD Test Institution 2

Click the checkbox if your institution wishes to receive pre-filing reminder notifications:

Click the checkbox if your institution wishes to receive non-filing reminder notifications:

Click the checkbox if your institution wishes to receive acknowledgements when a return is submitted:

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Figure 1.5

The following reminders can be turned on and off for a firm:

- Pre-filing reminders;
- Non-filing reminders; and
- Return acknowledgements.

The preferences regarding notifications set for the whole firm will override any preferences set at the individual Return level.