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.

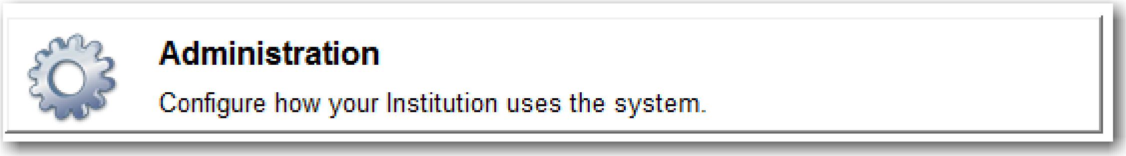

Figure 1.1

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

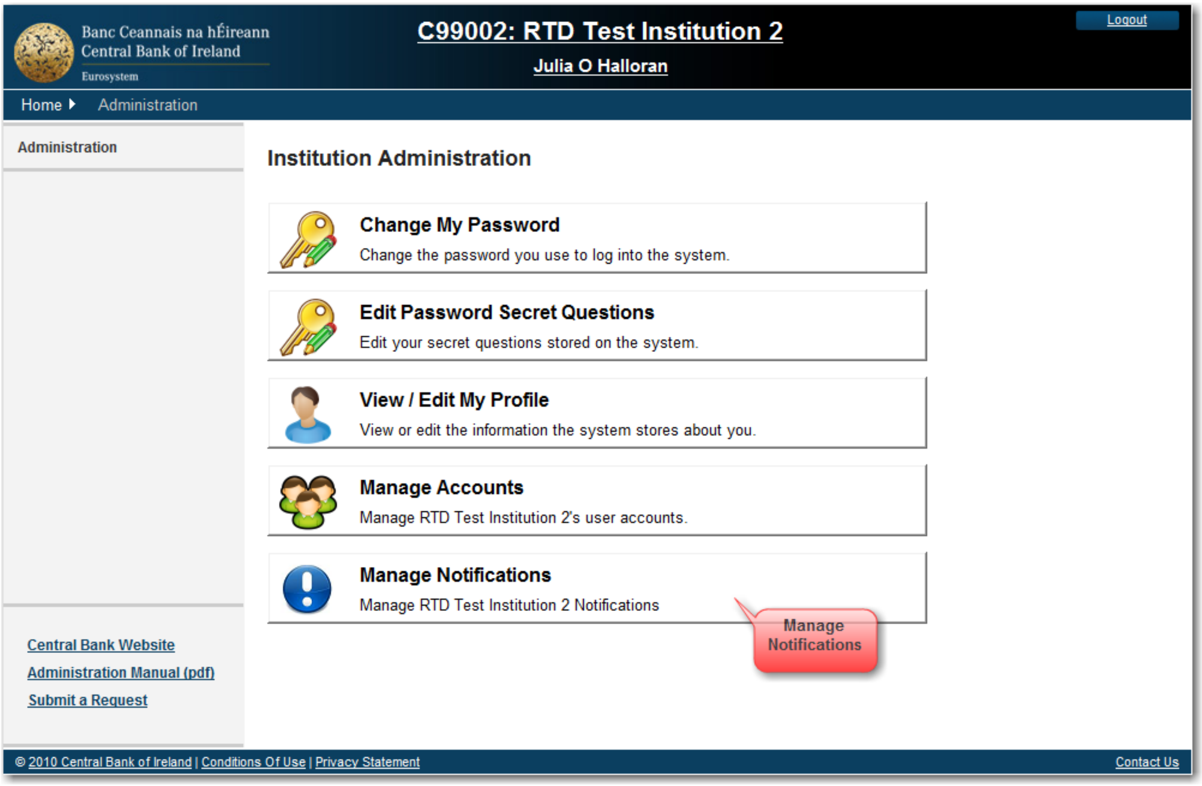

Figure 1.2

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**'.

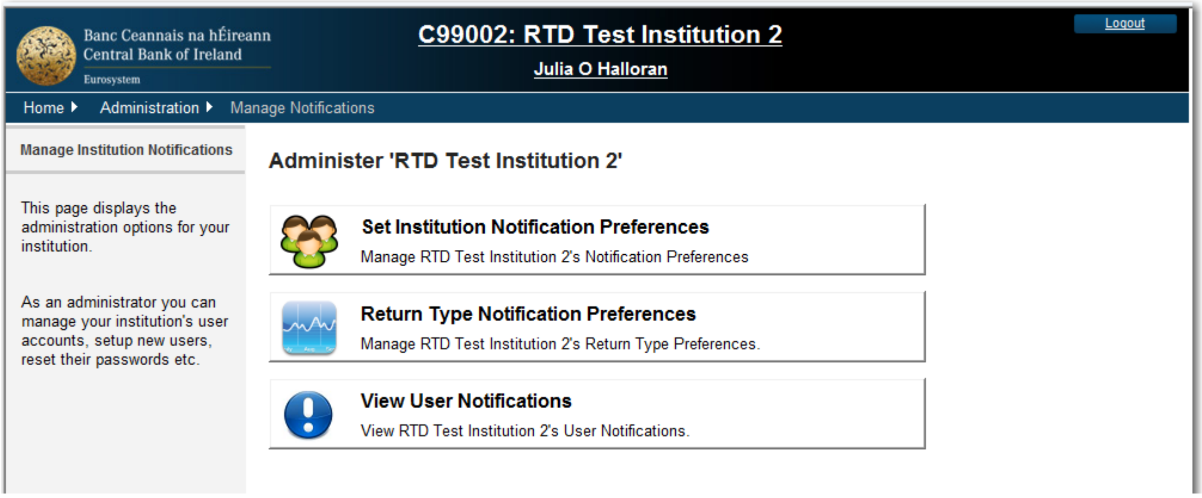

Figure 1.3

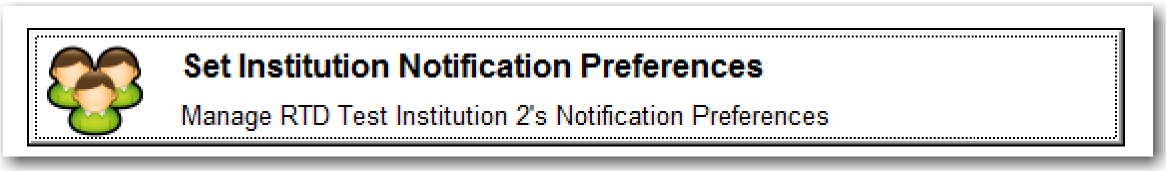

Fig 1.4

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**'.

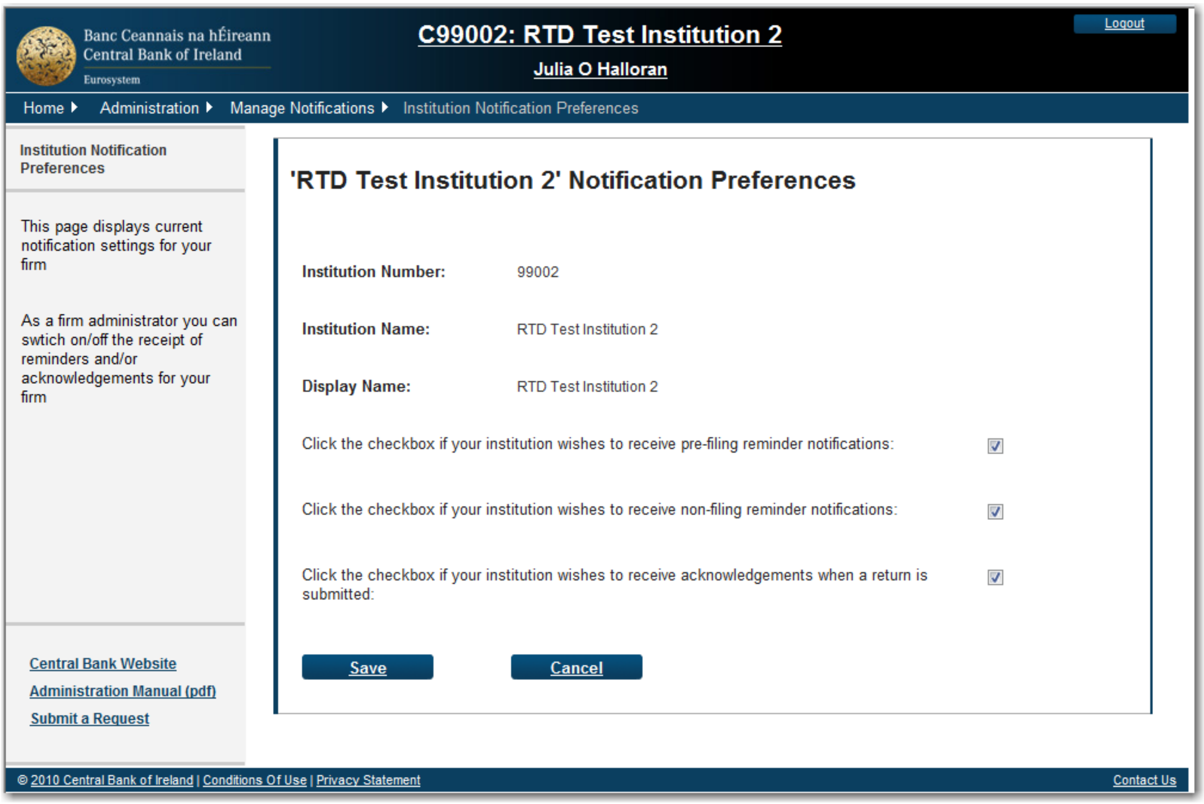

Figure 1.5

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.