

# Receive Notifications when Documents are Added to Transactions

## SUMMARY

Admins can choose to be notified via email whenever an agent adds a document to a transaction.

## IN THIS ARTICLE

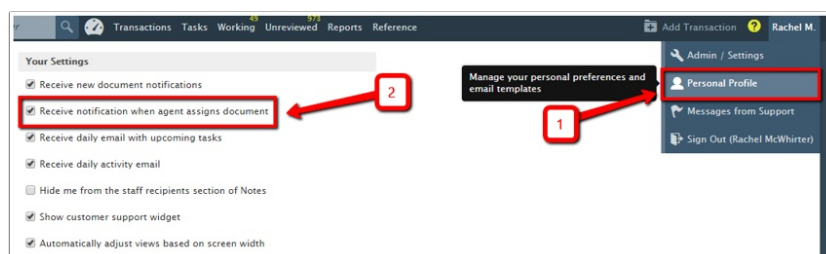
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[Email Notification Triggers](#)

## Subscribe to Notifications

To subscribe to these notifications:

- 1 **Go to My Info**
  - Click your name in the upper right corner, then [My Info].
- 2 **Check "Receive notification when agent adds document".**



- 1 **Click [Save] to complete the process.**

## Email Notification Triggers

Whenever an agent adds a doc to a transaction, you'll receive an email notification. When admins add a doc, a notification email will not be sent.

The email notification will be triggered whenever a document is:

- **Uploaded directly into a transaction**
- **Assigned from Unassigned docs to a transaction**
- **Broken apart on a transaction**
- **Merged on a transaction**

 This feature is available to master admins and admins with the “View All Transactions” permission. Learn more about [Setting User Permissions](#) →