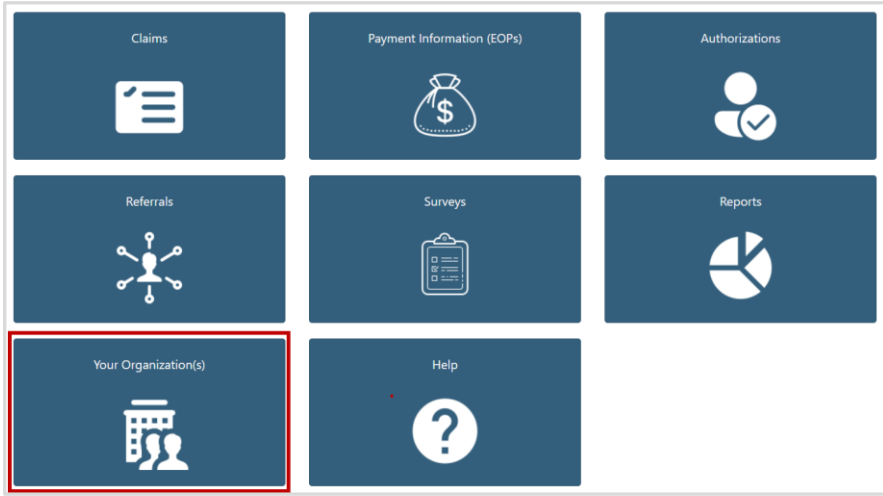
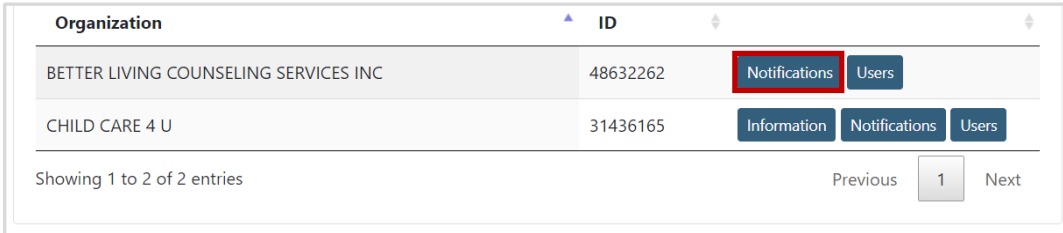
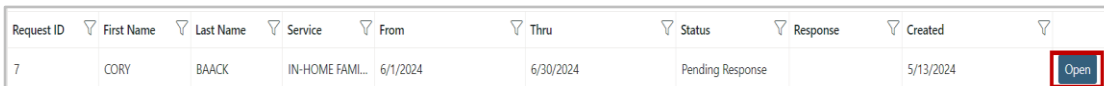




CFS Provider Portal

How to Update Notifications

The **Your Organization** tile allows you to opt in to receive notifications for new claims, authorizations, EOPs, and new referrals.

Step #	Description																				
1.	<p>Click the Your Organization tab on the Provider Portal homepage.</p> 																				
2.	<p>Click the Notifications button next to the applicable organization.</p>  <table border="1"> <thead> <tr> <th>Organization</th> <th>ID</th> <th>Notifications</th> <th>Users</th> </tr> </thead> <tbody> <tr> <td>BETTER LIVING COUNSELING SERVICES INC</td> <td>48632262</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>CHILD CARE 4 U</td> <td>31436165</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Showing 1 to 2 of 2 entries Previous 1 Next</p>	Organization	ID	Notifications	Users	BETTER LIVING COUNSELING SERVICES INC	48632262	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHILD CARE 4 U	31436165	<input type="checkbox"/>	<input type="checkbox"/>								
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CHILD CARE 4 U	31436165	<input type="checkbox"/>	<input type="checkbox"/>																		
3.	<p>Select the checkbox next to the option(s) you would like to receive email notifications for, then click Save Changes.</p>  <table border="1"> <thead> <tr> <th>Request ID</th> <th>First Name</th> <th>Last Name</th> <th>Service</th> <th>From</th> <th>Thru</th> <th>Status</th> <th>Response</th> <th>Created</th> <th></th> </tr> </thead> <tbody> <tr> <td>7</td> <td>CORY</td> <td>BAACK</td> <td>IN-HOME FAMIL...</td> <td>6/1/2024</td> <td>6/30/2024</td> <td>Pending Response</td> <td></td> <td>5/13/2024</td> <td><input checked="" type="checkbox"/> Open</td> </tr> </tbody> </table>	Request ID	First Name	Last Name	Service	From	Thru	Status	Response	Created		7	CORY	BAACK	IN-HOME FAMIL...	6/1/2024	6/30/2024	Pending Response		5/13/2024	<input checked="" type="checkbox"/> Open
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4. Select the checkbox next to the option(s) you would like to receive email notifications for, then click **Save Changes**.

Settings For BETTER LIVING COUNSELING SERVICES INC

Notification Settings:

Notify On New Claims
 Email Address

Notify On New Authorizations
 Email Address

Notify On New EOPs
 Email Address

Notify On New Referrals
 Email Address

Save Changes