

CentralReach

Enabling Notifications

1

Log into members.centralreach.com.

2

Click on your profile picture.

3

In the popup menu, select "Notification Settings".



4

Check the boxes corresponding with the notifications you'd like to enable and how you'd like to receive them.

"Email" will send an message to the email listed in your enrollment paperwork. "SMS" will send a message to the number you used in your profile setup.

A screenshot of the 'Enable Notifications' settings page. It features a table with columns for 'Email' and 'SMS' and rows for different notification categories. A red 'Save Settings' button is at the bottom left.

	Email	SMS
Message Center		
See message	<input type="checkbox"/>	<input type="checkbox"/>
Encounters & Billing		
Client events	<input type="checkbox"/>	<input type="checkbox"/>
Scheduling		
New appointment is added	<input type="checkbox"/>	<input type="checkbox"/>
Appointment was modified	<input type="checkbox"/>	<input type="checkbox"/>
Appointment was cancelled	<input type="checkbox"/>	<input type="checkbox"/>
Tasks		
Task was assigned to you	<input type="checkbox"/>	<input type="checkbox"/>
Task was overdue	<input type="checkbox"/>	<input type="checkbox"/>
Task was completed or missed	<input type="checkbox"/>	<input type="checkbox"/>

You can set your account to send you an email whenever an appointment gets scheduled or changed. You can also be notified when a bill gets posted!

