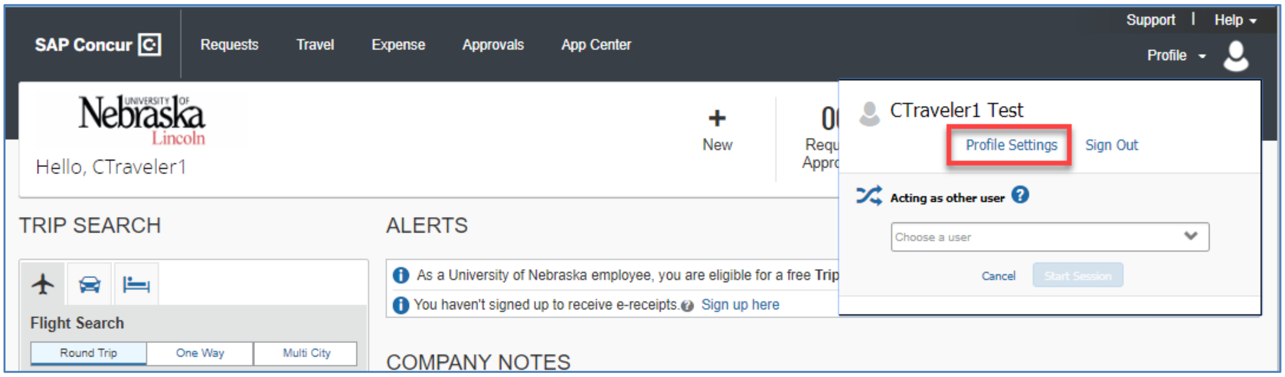
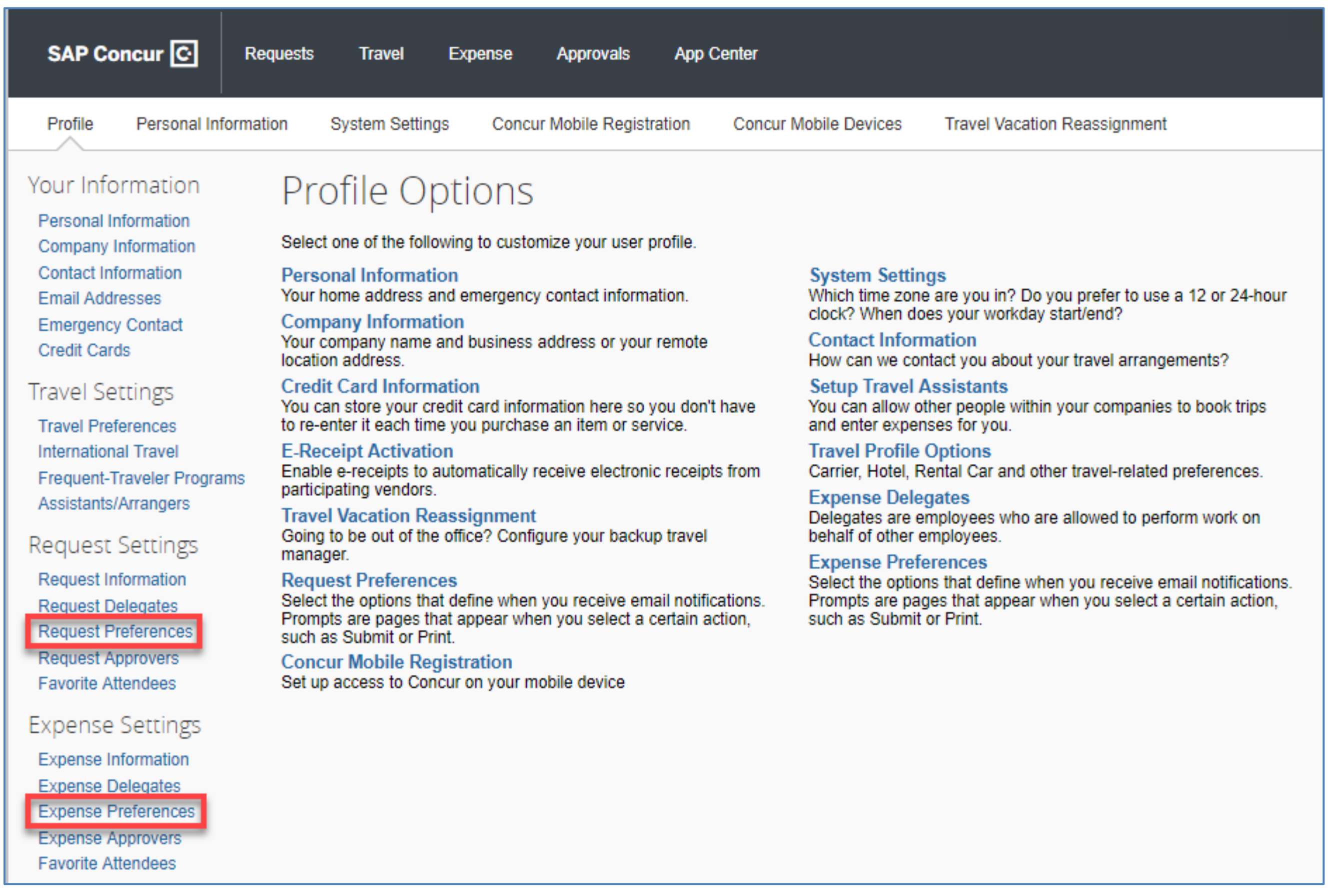
Updated August 29, 2018

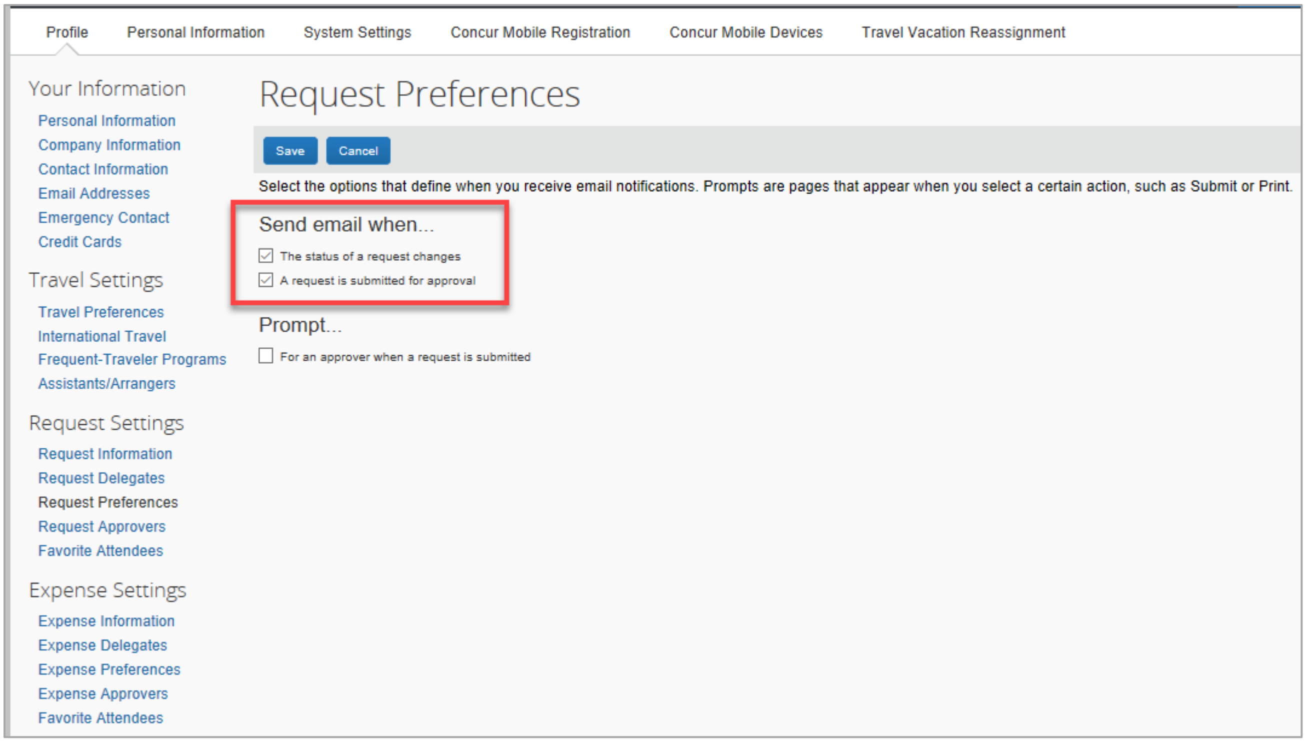
To change email settings for requests and expenses, click on Profile at the top right of the screen and select Profile Settings.



Click on either request preferences or expense preferences.



Select or deselect the checkmark options for request email options. Click on save.



Select or deselect the checkmark options for expense email options. Click on save.