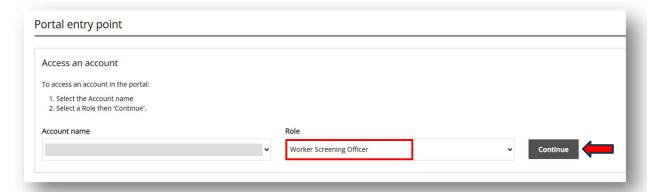
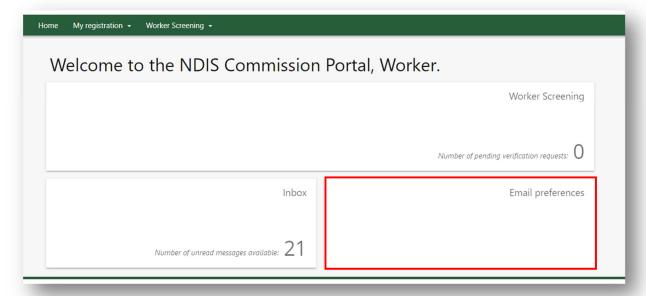
## Manage email preferences

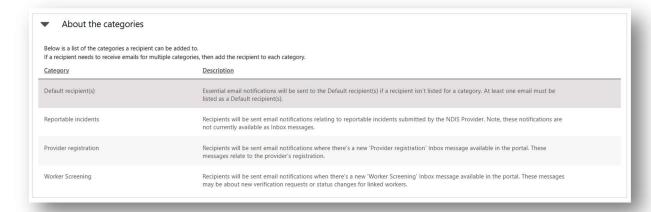
1. Log in as either **Registrant** or **Worker Screening Officer** roles. Only these roles can update email preferences.



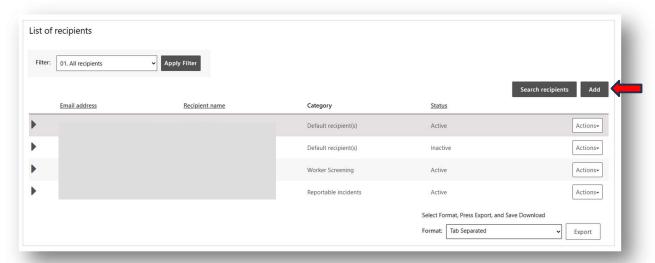
Select the Email preferences tile to manage who will receive emails, and what types of emails each person will receive from the NDIS Quality and Safeguards Commission on behalf of your organisation.



4. A list of **email categories** and **descriptions** will display at the top of the screen. This describes the various categories of emails that can be received. Each category of email requires an email address be nominated.



5. To add an email contact to the list, select **Add**, enter their details and choose the category of emails they will receive. If they require multiple categories, they will need to be added multiple times.



- 6. To **remove** an email contact, select **Actions** and **Remove**.
- 7. To **update** the details of an email contact e.g. change their email category, select **Action** and **Update**.

**Tip:** If a user does not already have access to the **NDIS Worker Screening Database**, updating their email preferences to include the **Worker screening** category will **not** provide the user with access to the **NDIS Worker Screening Database**. You will still need to manage the user's access by following the steps above.