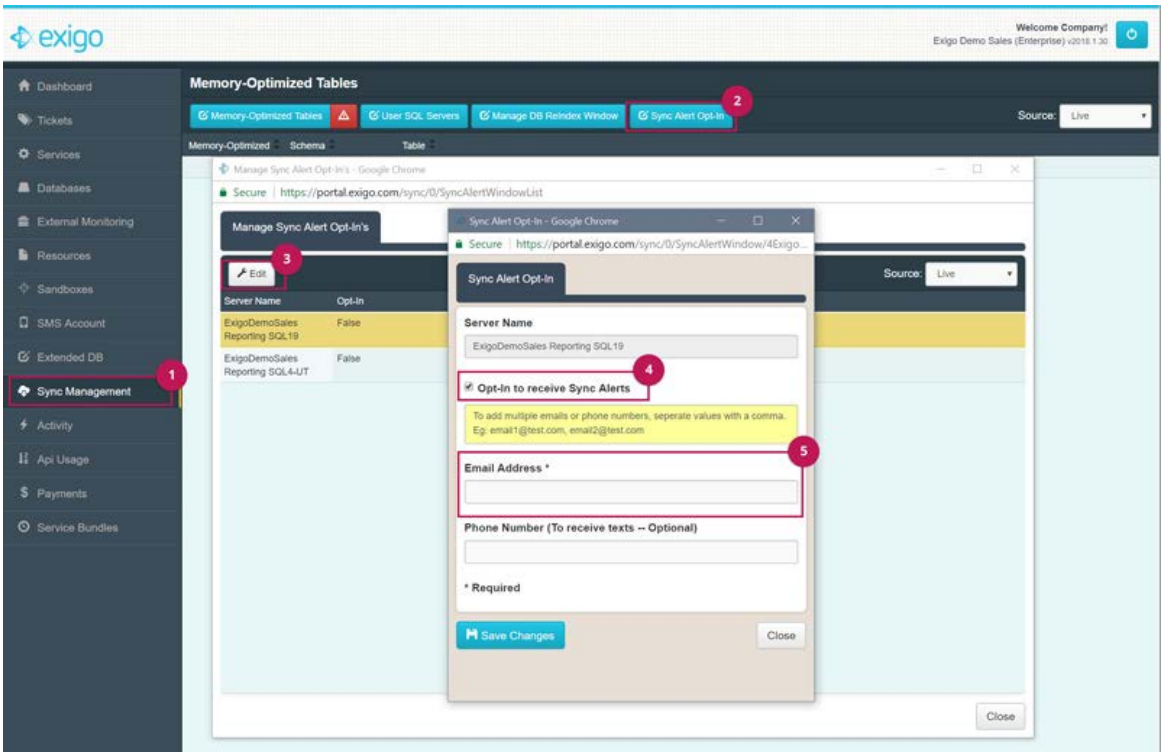
# Sync Alert Option

v1.0

# New feature: Sync Alerts

We are happy to announce a new feature that allows you to receive alerts in regards to errors in your sync process.

Here is how you go about setting this up:

- Your user must have **"Allow Portal Access"**
- Login to the Exigo Portal
- Click on **"Sync Management"** on the left navigation menu.
- Click **"Sync Alert Opt-in".** This will give you a list of your enabled sync servers.
- Click **"Edit"** on the server you wish to receive alerts on.
- Check the **"Opt-in to receive Sync Alerts"** checkbox.
- Add your desired email addresses to the **"Email Address"** field.
- Save changes.

If someone would like to opt out of these alerts, simply remove them from the list, or uncheck the Opt-in checkbox to completely disable this feature.