# (Legacy) Customer Portal - WebCenter Notifications

Last Modified on 04/21/2025 3:28 pm CDT

# What is WebCenter?

The customer portal of WebCenter gives you, the customer contact, access to important information including invoices, reporting, and employee lists from the staffing company.

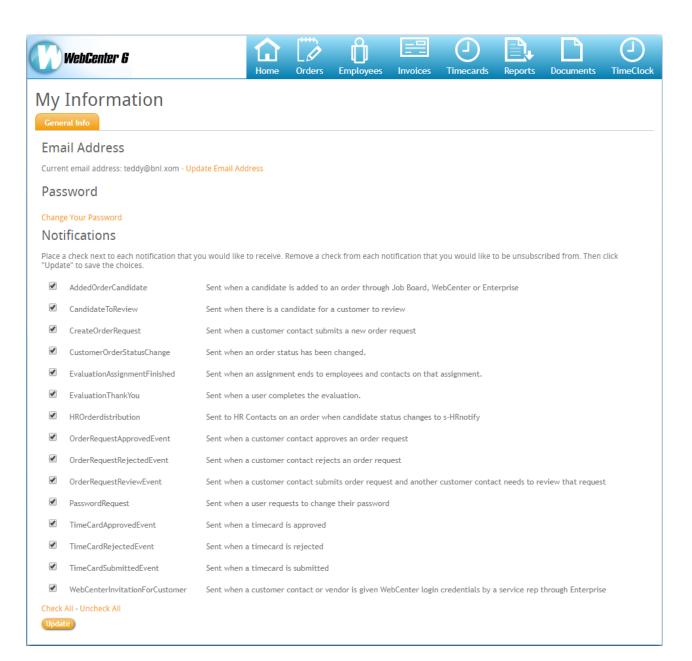
\*Note\* Each staffing company has a unique URL link to WebCenter and will need to provide you with log in credentials. Log in credentials are created for each customer contact.

### WebCenter Notifications

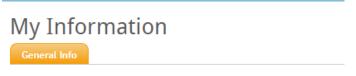
Each customer contact may receive email notifications related to important information in WebCenter. Each contact will have the ability to customize which notifications they are receiving.

#### **To Find Notification Preferences:**

- 1. Log into WebCenter (as a customer contact)
- 2. Select the My Information option from the Home Page next to Your To Do List
- 3. Scroll down to Notifications



On this screen you can update your email address that will receive the notifications.



## **Email Address**

Current email address: teddy@bnl.xom - Update Email Address

You will also have a selection of notification options that you can review. Uncheck any option that you do not want to receive email notifications about.

#### **Notifications**

Place a check next to each notification that you would like to receive. Remove a check from each notification that you would like to be unsubscribed from. Then click "Update" to save the choices.

AddedOrderCandidate Sent when a candidate is added to an order through Job Board, WebCenter or Enterprise

CandidateToReview
Sent when there is a candidate for a customer to review
CreateOrderRequest
Sent when a customer contact submits a new order request

 ${f \emph{C}}$  CustomerOrderStatusChange Sent when an order status has been changed.

Make sure you select Update at the bottom to save your selection.

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