

(Legacy) Customer Portal - WebCenter Notifications

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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

Home
 Orders
 Employees
 Invoices
 Timecards
 Reports
 Documents
 TimeClock

My Information

General Info

Email Address

Current email address: teddy@bni.com - [Update Email Address](#)

Password

[Change Your Password](#)

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.

<input checked="" type="checkbox"/> AddedOrderCandidate	Sent when a candidate is added to an order through Job Board, WebCenter or Enterprise
<input checked="" type="checkbox"/> CandidateToReview	Sent when there is a candidate for a customer to review
<input checked="" type="checkbox"/> CreateOrderRequest	Sent when a customer contact submits a new order request
<input checked="" type="checkbox"/> CustomerOrderStatusChange	Sent when an order status has been changed.
<input checked="" type="checkbox"/> EvaluationAssignmentFinished	Sent when an assignment ends to employees and contacts on that assignment.
<input checked="" type="checkbox"/> EvaluationThankYou	Sent when a user completes the evaluation.
<input checked="" type="checkbox"/> HROrderdistribution	Sent to HR Contacts on an order when candidate status changes to s-HRnotify
<input checked="" type="checkbox"/> OrderRequestApprovedEvent	Sent when a customer contact approves an order request
<input checked="" type="checkbox"/> OrderRequestRejectedEvent	Sent when a customer contact rejects an order request
<input checked="" type="checkbox"/> OrderRequestReviewEvent	Sent when a customer contact submits order request and another customer contact needs to review that request
<input checked="" type="checkbox"/> PasswordRequest	Sent when a user requests to change their password
<input checked="" type="checkbox"/> TimeCardApprovedEvent	Sent when a timecard is approved
<input checked="" type="checkbox"/> TimeCardRejectedEvent	Sent when a timecard is rejected
<input checked="" type="checkbox"/> TimeCardSubmittedEvent	Sent when a timecard is submitted
<input checked="" type="checkbox"/> WebCenterInvitationForCustomer	Sent when a customer contact or vendor is given WebCenter login credentials by a service rep through Enterprise

[Check All](#) - [Uncheck All](#)

Update

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

My Information

General Info

Email Address

Current email address: teddy@bni.com - [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.

<input checked="" type="checkbox"/>	AddedOrderCandidate	Sent when a candidate is added to an order through Job Board, WebCenter or Enterprise
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<input checked="" type="checkbox"/>	CreateOrderRequest	Sent when a customer contact submits a new order request
<input checked="" type="checkbox"/>	CustomerOrderStatusChange	Sent when an order status has been changed.
<input checked="" type="checkbox"/>	EvaluationAssignmentFinished	Sent when an assignment ends to employees and contacts on that assignment.

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

Related Articles