STEP 1: From Home screen, click on "User Options" and then "Change Email"

VALUEOPTIONS												
Electro	onic Tr	ansport 9	System - Hoi	me								
Home	Files	Reports	User Options	Help	Logout							
			Change Passy Change Email	word I								

STEP 2: Enter all the emails separated by a comma that you would like to receive notifications and click on the "**Change**" button.

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pps 📋 Suggested Sites 📋 Clinical Workflows 🚮 DM	ATTTT-WikeMD-SharepointMHS Record LayoutMMEEPC TestSCC ProdSCC TestSCC Training RegionService Class GridePayment Solub	ons 📋 eTime		
	V FILECONNECT			
	VALUEOFTIONS Electronic Transport System - Change Email Address			
	Home Files Reports User-Options Help Logout			
	You may receive your submission results from your Wildcat account or an Internet Email Address of			
	your choice. To receive your submission results from your Wildcat account or an internet Email Jouress of your choice. To receive email from ETS through your Wildcat account, select the Wildcat option below			
	and click the Change button to save your changes. To receive email from an internet Email Address, select the Internet Email Address option below and then enter your internet email address in the box			
	provided. Click the Change button to save your changes.			
	You will receive a confirmation email at your new email address or your Wildcat account to verify that you have entered your address correctly. If you do not receive this email, please verify your existing			
	email configuration is correct.			
	Internet			
	Email Address			
	Change Reset			
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