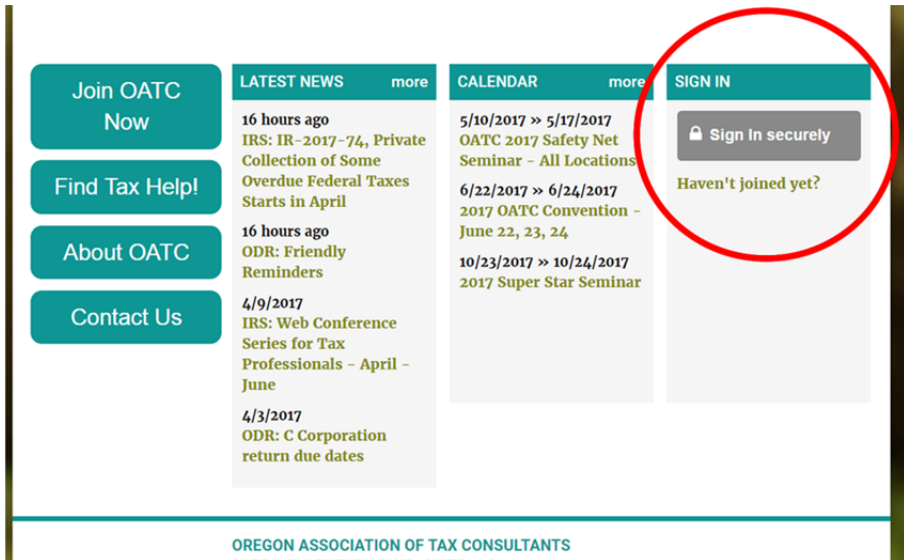


HOW DO I TURN OFF UNWANTED NOTIFICATION EMAILS?

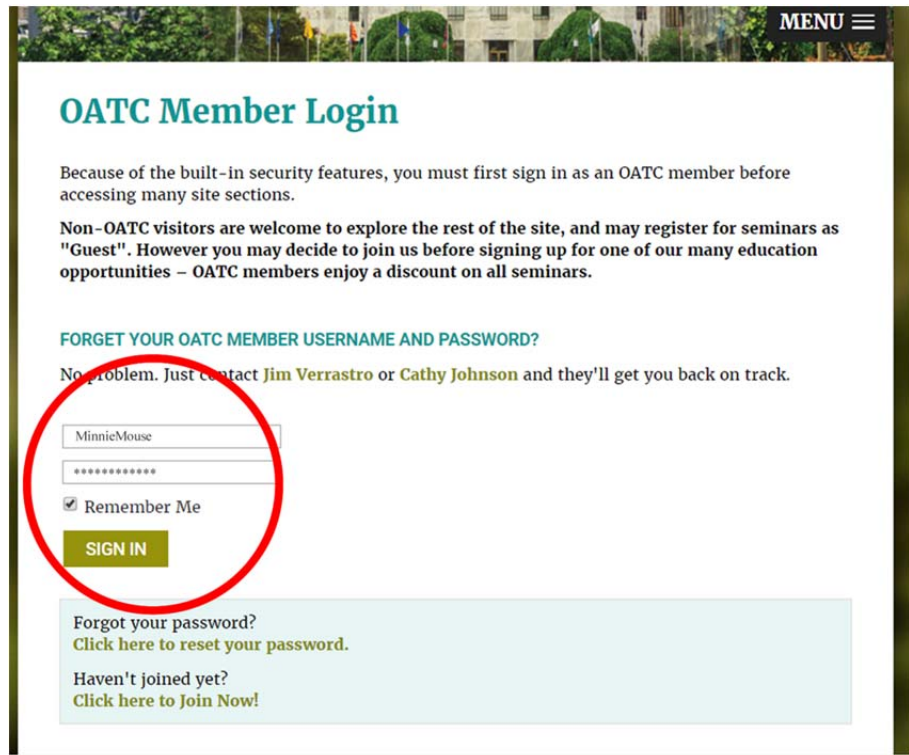
If you are already logged in, jump to page .2

1. Log in on the home page



The screenshot shows the top navigation area of the OATC website. On the left, there are four teal buttons: 'Join OATC Now', 'Find Tax Help!', 'About OATC', and 'Contact Us'. In the center, there are two columns of news items under the headings 'LATEST NEWS' and 'CALENDAR'. On the right, there is a 'SIGN IN' button, which is circled in red. Below the 'SIGN IN' button is a 'Sign In securely' button and the text 'Haven't joined yet?'. At the bottom of the page, the text 'OREGON ASSOCIATION OF TAX CONSULTANTS' is visible.

2. Fill in your username and password.



The screenshot shows the 'OATC Member Login' page. At the top right, there is a 'MENU' button. The main heading is 'OATC Member Login'. Below the heading, there is a paragraph explaining that users must sign in as an OATC member before accessing many site sections. It also mentions that non-OATC visitors are welcome to explore the site and register for seminars as 'Guest'. Below this, there is a section titled 'FORGET YOUR OATC MEMBER USERNAME AND PASSWORD?' with a link to contact Jim Verrastro or Cathy Johnson. The login form consists of two input fields: one for the username (containing 'MinnieMouse') and one for the password (containing '*****'). There is a 'Remember Me' checkbox which is checked. Below the form is a green 'SIGN IN' button, which is circled in red. At the bottom, there are two links: 'Forgot your password? Click here to reset your password.' and 'Haven't joined yet? Click here to Join Now!'.

- Back on the home page MY PROFILE block you will now see useful links – click on the **Manage Profile** link.

Join OATC Now

Find Tax Help!

About OATC

Contact Us

LATEST NEWS more

4/12/2017
IRS: IR-2017-74, Private Collection of Some Overdue Federal Taxes Starts in April

4/12/2017
ODR: Friendly Reminders

4/9/2017
IRS: Web Conference Series for Tax Professionals - April - June

4/3/2017
ODR: C Corporation return due dates

CALENDAR more

5/10/2017 » 5/17/2017
OATC 2017 Safety Net Seminar - All Locations

6/3/2017
Portland Chapter Spring Seminar

6/22/2017 » 6/24/2017
2017 OATC Convention - June 22, 23, 24

10/23/2017 » 10/24/2017
2017 Super Star Seminar

MY PROFILE

Profile Home
Public Profile
Manage Profile
Create Resume/CV
Groups
Networks
Files & Links
Favorites
Messages
Connections
Membership Info
Refer a Friend

- The **Manage Profile** Page (just the top portion shown here) contains many useful links. You want to click on the one named **Preferences**.

INFORMATION & SETTINGS

Edit Bio
Update your information and choose privacy settings for individual fields.

Preferences
View and manage preferences and notification settings for your account.

Preferences

INVOICING, PAYMENTS & HISTORY

Invoices
View, print and pay your invoices.

Event Registrations
View and print existing registrations and view past events and photos.

Membership
View your membership status and view membership renewal options.

- On the **My Preferences** page you have the opportunity to make sure there are checks only in the boxes next to items you wish. Here are the before and after shots of the page of a member who does not want to get emails when fellow members update their information.

My Preferences

Customize your member profile options using the form below. Checking the box next to a specific preference turns the preference "on."

ON/OFF	CATEGORY	DESCRIPTION
<input type="checkbox"/>	Career Center	Email me when someone applies
<input checked="" type="checkbox"/>	Community	Email me when a community event is added
<input type="checkbox"/>	Connections	Allow other members to view my connections
<input type="checkbox"/>	Connections	Email me when I receive a connection invite
<input type="checkbox"/>	Connections	Email me when one of my connections updates their profile *
<input type="checkbox"/>	Connections	Email me when one of my connections uploads a new photo *
<input type="checkbox"/>	Favorites	Share my favorites with other people who can see my profile
<input checked="" type="checkbox"/>	Groups	Email me when an event is added to a group of which I am a member
<input checked="" type="checkbox"/>	Groups	Email me when someone in one of my groups updates their profile *
<input type="checkbox"/>	Groups	Email me when someone joins a group of which I am a member
<input checked="" type="checkbox"/>	Groups	Email me when someone uploads a photo to a group of which I am a member *
<input type="checkbox"/>	Messaging	Email me when I have unread messages older than 30 days in my inbox
<input checked="" type="checkbox"/>	Messaging	Email me when new messages arrive
<input checked="" type="checkbox"/>	Profile	Display my 'Online Now' status and allow others to start a chat with me
<input type="checkbox"/>	Wall	Turn on my Wall

Highlighted options no longer apply to you. They will be removed once you have de-selected them and clicked the "Save My Settings" button.

* Notifications of this type are sent upon the member's first update/upload only, reset hourly.

You may suspend the delivery of newsletters of a specific type by unchecking the appropriate box below. You will not receive any emailed newsletters to which you have subscribed until you re-enable that newsletter type.

SUBSCRIBE	NEWSLETTER
<input type="checkbox"/>	Forum Digest
<input type="checkbox"/>	Group Digest

SAVE MY SETTINGS
CANCEL