

Once you are logged into Paymentnet select the “My Profile” button on the top right hand side of your screen



On this screen select the option “Transactions For Review” under the Options for E-mail notifications. This will allow Paymentnet to e-mail you each time that you have transactions that have posted for you to review and make any necessary changes to.

My Profile - General Information


General Information | Screen Views | Bank Information | Accounts

[Save](#)

User ID scastleberry1      Name Castleberry, Sarah      E-Mail Address scastleberry1@uco.edu

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Options for E-mail notifications:

- Reports
- Transactions for Review 
- Transactions for Approval
- Import Files
- Export Files
- Payments
- Mappers
- Unreconciled Orders
- Orphaned Transactions
- Account Request Errors
- Mass Update Completion
- Receipt Images Attached
- Compliance Monitoring
- Critical E-Mail Failures

Edit Log In Information

[Change Password](#)

[Change Security Questions](#)

Edit E-Mail Address

[Change E-Mail Address](#)

Default Role :