Wind River Payments

NMI Settlement Email Notification Setup
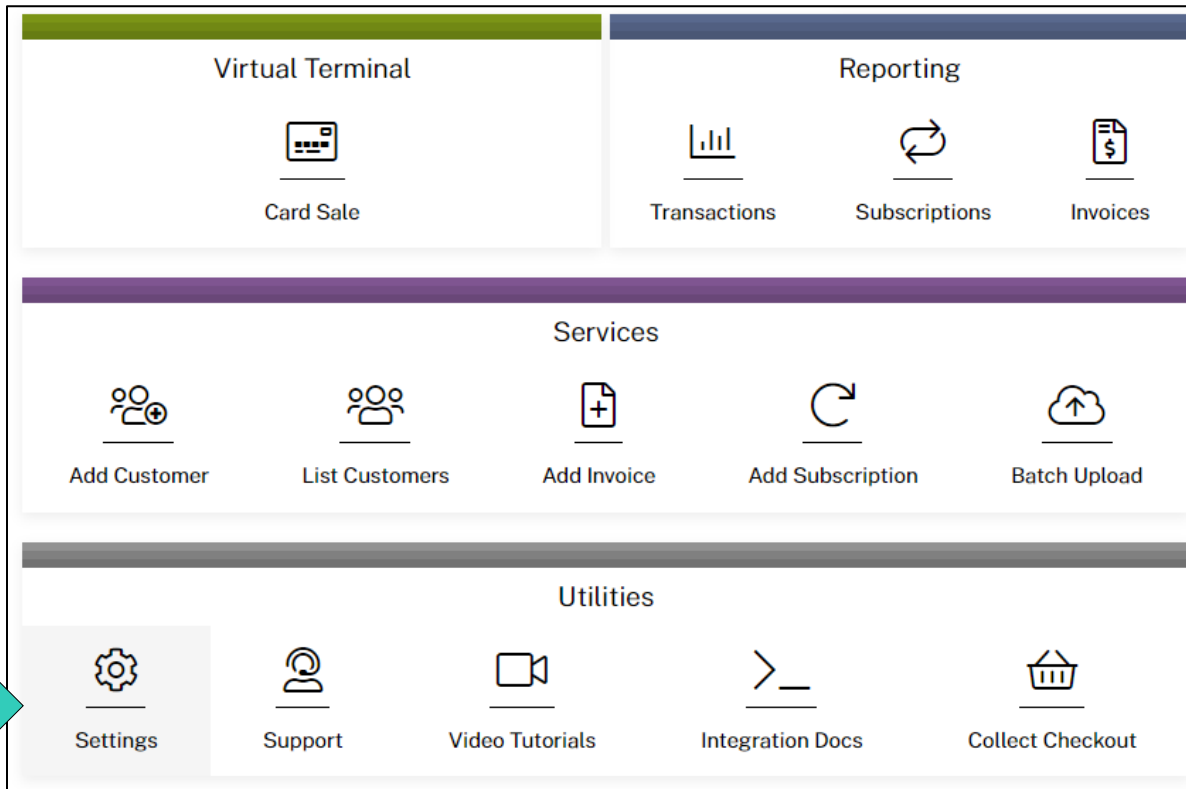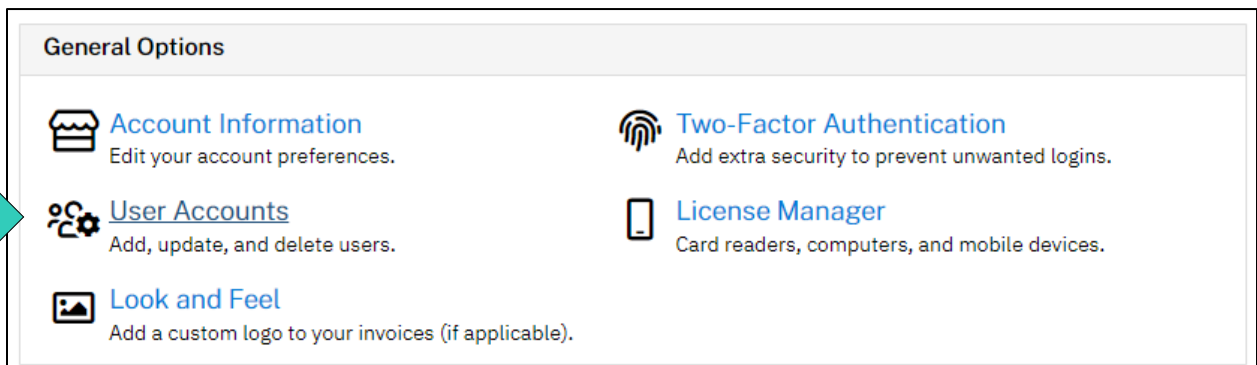
NMI Settlement Email Notification Setup

See instructions below to set up settlement email notifications for individual users. An individual must already be set up in NMI as a user before completing these steps.
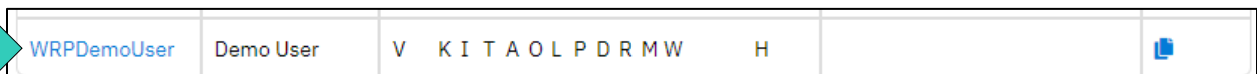
Login to the NMI payment gateway.

Then click **Settings**.

Click **User Accounts.**

Click on the **Username.**

Scroll down to the **Notifications** section.

Notifications

☐ Receive Transaction Receipts   ☐ Receive Upload Summaries

☐ Receive Settlement Summaries   ☐ Receive Recurring Reports

☐ Receive Customer Vault Reports   ☐ Receive E-Check Notifications

☐ Receive Developer Notifications   ☐ Receive Admin. Notifications

☐ Receive Regular Newsletters   ☐ Receive Accounting Notifications

☐ Receive Automatic Card Updater Notifications   ☐ Receive Card Testing Notifications

Click the **Receive Settlement Summaries** box and then click **Save.**

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Save