

## NMI Settlement Email Notification Setups

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**.

The dashboard is organized into four main sections:

- Virtual Terminal:** Card Sale
- Reporting:** Transactions, Subscriptions, Invoices
- Services:** Add Customer, List Customers, Add Invoice, Add Subscription, Batch Upload
- Utilities:** Settings (highlighted with a red arrow), Support, Video Tutorials, Integration Docs, Collect Checkout

Click **User Accounts**.

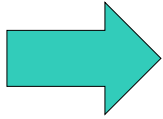
The 'General Options' section includes:

- Account Information:** Edit your account preferences.
- Two-Factor Authentication:** Add extra security to prevent unwanted logins.
- User Accounts:** Add, update, and delete users. (Highlighted with a red arrow)
- License Manager:** Card readers, computers, and mobile devices.
- Look and Feel:** Add a custom logo to your invoices (if applicable).

Click on the **Username**.

WRPDemoUser	Demo User	V K I T A O L P D R M W	H	
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Scroll down to the **Notifications** section.



## Notifications

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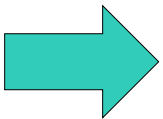
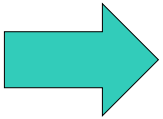
- |   |   |
|---|---|
| <input type="checkbox"/> Receive Transaction Receipts                 | <input type="checkbox"/> Receive Upload Summaries           |
| <input type="checkbox"/> Receive Settlement Summaries                 | <input type="checkbox"/> Receive Recurring Reports          |
| <input type="checkbox"/> Receive Customer Vault Reports               | <input type="checkbox"/> Receive E-Check Notifications      |
| <input type="checkbox"/> Receive Developer Notifications              | <input type="checkbox"/> Receive Admin. Notifications       |
| <input type="checkbox"/> Receive Regular Newsletters                  | <input type="checkbox"/> Receive Accounting Notifications   |
| <input type="checkbox"/> Receive Automatic Card Updater Notifications | <input type="checkbox"/> Receive Card Testing Notifications |

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

## Notifications

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- |   |   |
|---|---|
| <input type="checkbox"/> Receive Transaction Receipts                 | <input type="checkbox"/> Receive Upload Summaries           |
| <input checked="" type="checkbox"/> Receive Settlement Summaries      | <input type="checkbox"/> Receive Recurring Reports          |
| <input type="checkbox"/> Receive Customer Vault Reports               | <input type="checkbox"/> Receive E-Check Notifications      |
| <input type="checkbox"/> Receive Developer Notifications              | <input type="checkbox"/> Receive Admin. Notifications       |
| <input type="checkbox"/> Receive Regular Newsletters                  | <input type="checkbox"/> Receive Accounting Notifications   |
| <input type="checkbox"/> Receive Automatic Card Updater Notifications | <input type="checkbox"/> Receive Card Testing Notifications |



Save