Purpose

This document provides guidance for ERA 2.0 account holders about the Daily Notifications Summary Email feature as well as how to opt-in or opt-out of receiving this daily email alert.

Overview of Feature

ERA 2.0 can generate a daily email summary of notifications.

Users will have the choice to opt-in to receive this summary email alert. You may also opt-out at any time. (Please see the [following section](#) for related instructions.)

The email will include the subject line "ERA 2.0 Daily Notifications Summary" and the following elements will appear in the email's body:

- The total number of notifications that you received in the ERA 2.0 system on the previous day.

- A reminder with a link, noting that you may view all of your notifications by logging into ERA 2.0.

- A summary list of the notifications with corresponding details (e.g., form ID, etc.) and also any included comments, where applicable. See exceptions below.

  Exceptions include the following examples: general notification messaging about exports, downloads, or bulk actions being completed will *not* appear in the email; however, please be advised that *all* notifications received in ERA 2.0 on the previous day are included in the *total* number received as it appears at the top of the body of the email.

The daily notification email is sent after midnight Eastern time.

Account Status: Accounts inactive for 375 days or those removed from ERA 2.0 will not receive the daily email summary.
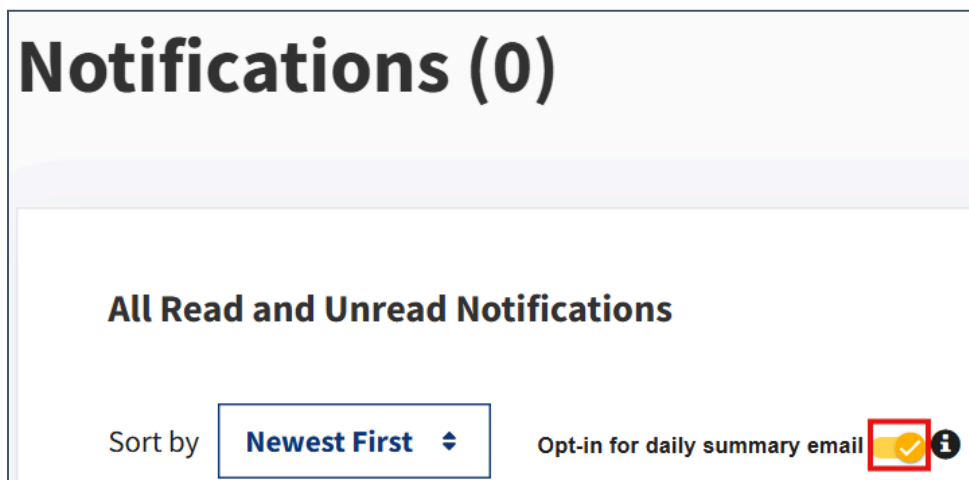
NARA Users Only: NARA users with the Transferring Official role should be aware that internal TR Return notifications are included when considering to opt-in or not.

Instructions for Opt-in /Opt-out

1. Log into ERA 2.0

2. Visit the Notifications page by navigating to the bell icon on the system's header.
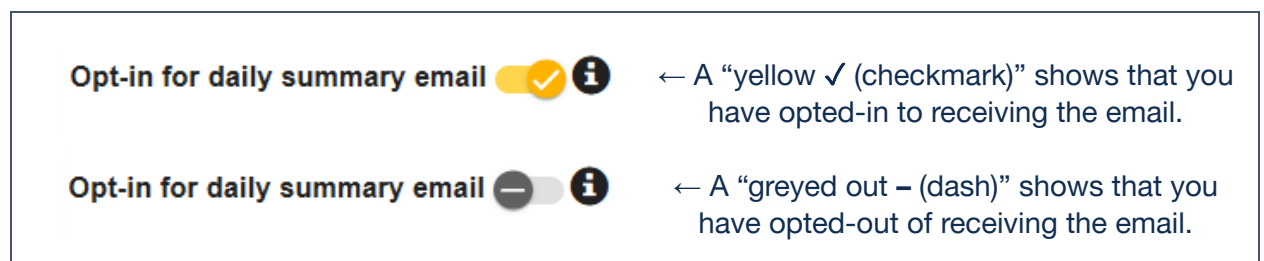

3. You will see a toggle next to text that reads "Opt-in for daily summary email."

4. Toggle "on" to receive the daily summary email.

    Toggle "off" to *not* receive the daily summary email.

END