



## 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.”

A screenshot of the ERA 2.0 Notifications page. The title 'Notifications (0)' is at the top. Below it, a section titled 'All Read and Unread Notifications' shows a sorting option 'Sort by Newest First' and a toggle for 'Opt-in for daily summary email'. The toggle is currently turned on, indicated by a yellow checkmark icon.

4. Toggle “on” to receive the daily summary email.

Toggle “off” to *not* receive the daily summary email.

A screenshot of the ERA 2.0 Notifications page showing two examples of the 'Opt-in for daily summary email' toggle. The first example has a yellow checkmark and an information icon, with a note explaining it means 'opted-in'. The second example has a greyed-out dash and an information icon, with a note explaining it means 'opted-out'.

END