

## How to Turn on In-App Notifications (eFiling and service emails)

The Appellate eFiling and Public Portal system provides multiple ways to receive system messages such as when a filing is accepted or when you are served a document. One of the ways you can receive messages is through in-app notifications, or notification directly in your portal account. **We recommend that all users turn on all in-app notifications.**

You access in-app notifications through the Notifications tab when logged into the system (a red dot appears when you have an unread notification):



In general, we recommend that all users turn on all in app notifications regarding filings. To do so,

- 1) Log into your public portal account at <https://trportal.courts.oregon.gov>
- 2) Select your name in the upper right corner
- 3) Select *Profile*
- 4) Select *Notification Preferences*
  - o *Notification Preferences* is located near the bottom of the menu under *User Profile*
- 5) Select all the boxes shown below.

Filing Accepted Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Accepted Service Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filing Received Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Rejected Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Rejected Service Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filing Service Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filing Submission Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 6) Select Save