## **Customer Portal HowTo**

## Thinktank..

## **VIEW NOTIFICATIONS**

When communications are sent to you, you can see them in the Notifications tab in email format

 From top menu, click on the Notifications tab, and a list of recent communications will appear. You can scroll through to see the history of notifications, which may refer to statements (found on the Statements tab), Rate Changes (found in Documents) or materials related to your Requests (on the My Request tab)

Т	'hinktank	Home	My Request	Documents	Notifications	More 🗸		Search	٩	0	
	Created Date			Message							
	29/11/2022 2:20:03 pm			Subject: Sta	Subject: Statement Ready						
				Dear Lorna,							
				A statement	A statement has been issued and is ready for viewing.						
	29/11/2022 2:19:02 pm			Subject: Sta	Subject: Statement Ready						
				Dear Lorna,							
	A st				A statement has been issued and is ready for viewing.						