You can add an administrator to your Client's Account to receive email notifications as donations come in. Once you have added your New Client Account, and you are ready to add an administrator, follow the instructions below.

**Getting Started**
Once you are logged into your account, navigate to the left-hand side of the dashboard and select the Client's Account Name (this will be indicated when the Client's Account Name is highlighted in "red"). Then click Account (which will also be highlighted in "red").

**Select Donation Emails**
Scroll down the page and look for the Section that says **Donation Emails** (to the side of it, it will read "will receive email notification of donations).

**Adding Donation Emails**

Donation Emails [will receive email notification of donations]
No emails assigned.
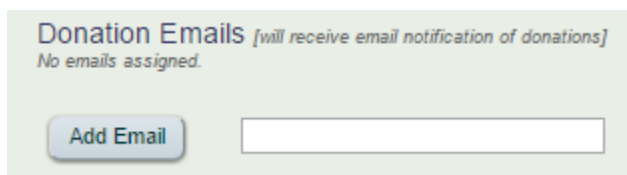
Add Email [                    ]

*Email Field*
Use this field to enter an email of who you want to receive an email notification when a donation comes in, to the right of **Add Email**.

*Add Donation Email*
Once you have added the Email in the blank field, click the button that says Add Email. You will see the email populate under **Donation Emails**.

**Example:**

Donation Emails [will receive email notification of donations]
Delete          name@name.com

Add Email [                    ]