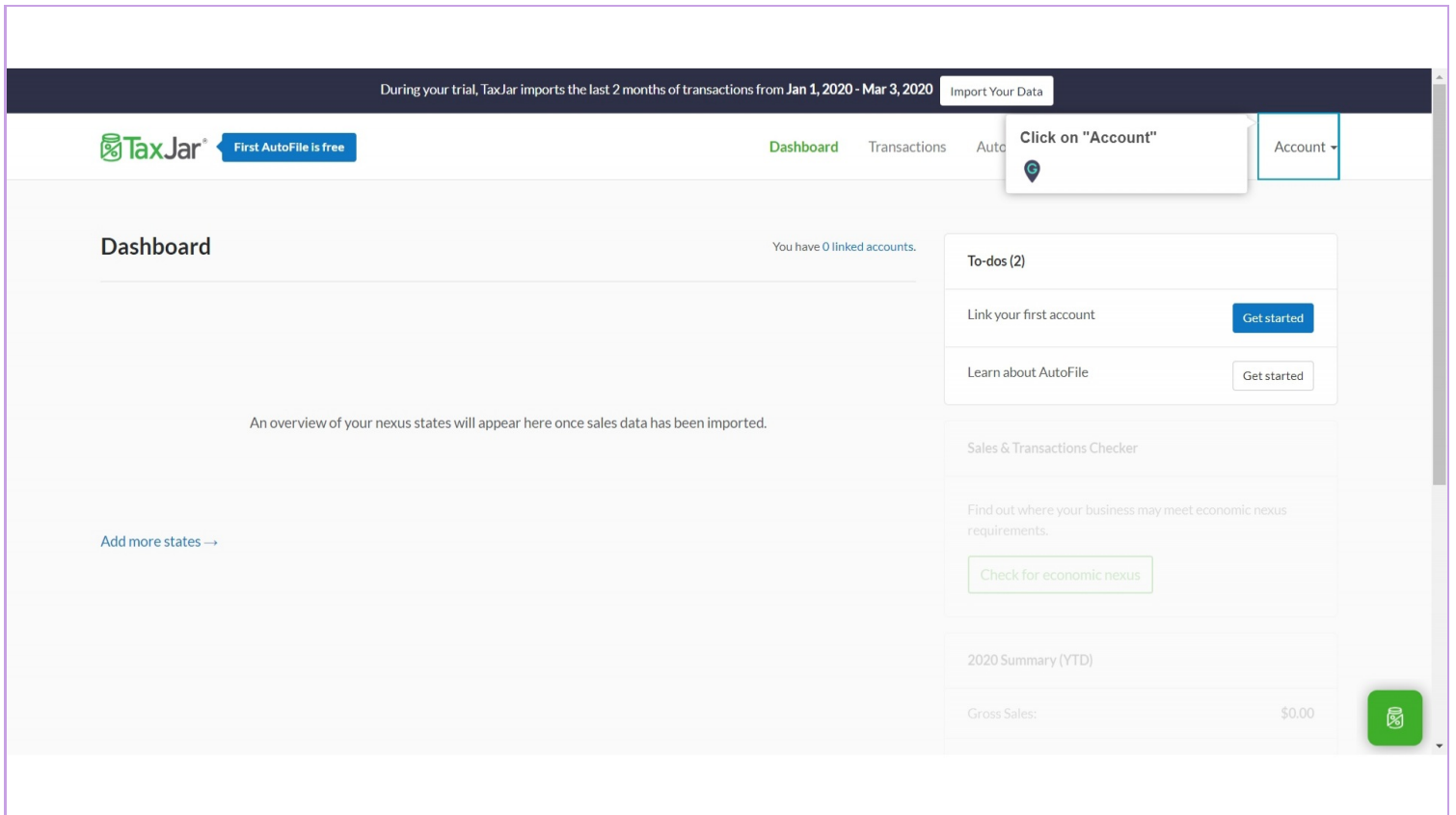




How to update Notification Preferences in TaxJar

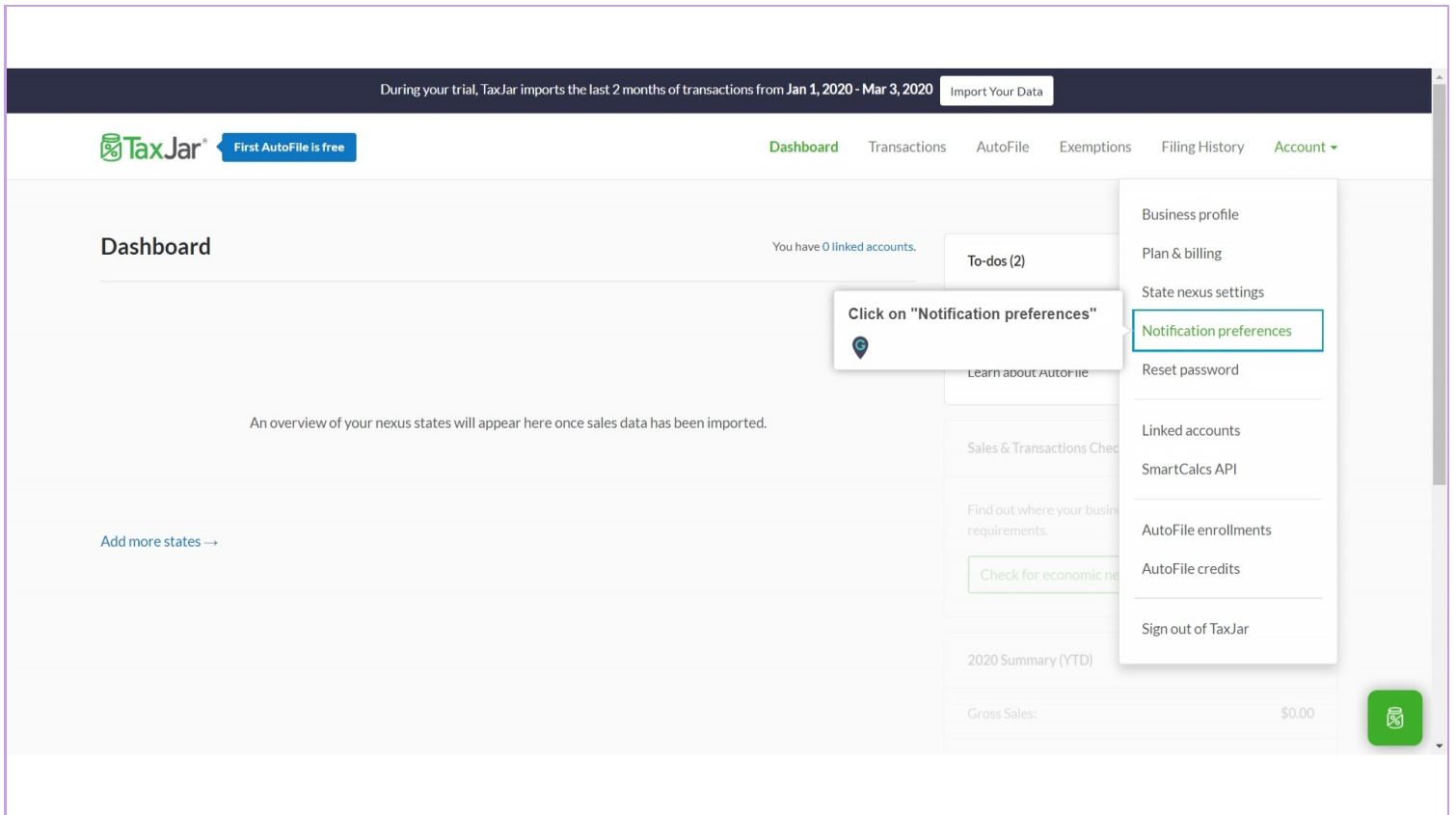
Step: 01

Click on "Account"



Step: 02

Click on "Notification preferences"



Step: 03

Select this check box

if you want email reminders for your sales tax due dates

The screenshot shows the TaxJar user interface. At the top, a dark banner contains the text "During your trial, TaxJar imports the last 2 months of transactions from Jan 1, 2020 - Mar 3, 2020" and a button labeled "Import Your Data". Below this is the navigation bar with the TaxJar logo, a "First AutoFile is free" badge, and menu items: "Dashboard", "Transactions", "AutoFile", "Exemptions", "Filing History", and "Account".

The main content area is divided into a left sidebar and a main panel. The sidebar lists various settings categories: "Account settings", "Business profile", "Plan & billing", "State nexus settings", "Notification preferences" (highlighted in green), "Reset password", "Data sources", "Linked accounts", "SmartCalcs API", "AutoFile", "AutoFile enrollments", and "AutoFile credits".

The "Notification Preferences" section in the main panel has the title "Notification Preferences" and two checkboxes:

- Send me email reminders for my sales tax due dates
- Send me an email when a linked account disconnects during import

A green "Update Preferences" button is located below the checkboxes. A callout box with a location pin icon points to the first checkbox, containing the text: "Select this check box if you want email reminders for your sales tax due dates".

A small green icon with a document symbol is visible in the bottom right corner of the main panel.

Step: 04

Select this check box

if you want an email when a linked account disconnects during import

The screenshot shows the TaxJar account settings interface. At the top, a dark banner contains the text "During your trial, TaxJar imports the last 2 months of transactions from Jan 1, 2020 - Mar 3, 2020" and an "Import Your Data" button. The TaxJar logo and "First AutoFile is free" badge are on the left, and navigation links for "Dashboard", "Transactions", "AutoFile", "Exemptions", "Filing History", and "Account" are on the right. A left sidebar lists menu items: "Account settings", "Business profile", "Plan & billing", "State nexus settings", "Notification preferences" (highlighted), "Reset password", "Data sources", "Linked accounts", "SmartCalcs API", "AutoFile", "AutoFile enrollments", and "AutoFile credits". The main content area is titled "Notification Preferences" and contains two checkboxes: "Send me email reminders for my sales tax due dates" (unchecked) and "Send me an email when a linked account disconnects during import" (checked). A green "Update Preferences" button is located below the checkboxes. A callout box with a location pin icon points to the second checkbox, containing the text "Select this check box if you want an email when a linked account disconnects during import". A small green icon with a document symbol is visible in the bottom right corner of the page.

Step: 05

Click on "Update Preferences"

The screenshot displays the TaxJar user interface. At the top, a dark blue banner contains the text "During your trial, TaxJar imports the last 2 months of transactions from Jan 1, 2020 - Mar 3, 2020" and an "Import Your Data" button. Below this is the TaxJar logo and a "First AutoFile is free" badge. The navigation menu includes "Dashboard", "Transactions", "AutoFile", "Exemptions", "Filing History", and "Account". A yellow notification bar states "Account was successfully updated." The left sidebar lists various settings categories: "Account settings" (with sub-items: Business profile, Plan & billing, State nexus settings, Notification preferences, Reset password), "Data sources" (with sub-items: Linked accounts, SmartCalcs API), and "AutoFile" (with sub-item: AutoFile enrollments). The "Notification preferences" section is active, showing two checked options: "Send me email reminders for my sales tax due dates" and "Send me an email when a linked account disconnects during import". A green "Update Preferences" button is prominently displayed, with a white callout box pointing to it that contains the text "Click on 'Update Preferences'" and a location pin icon.

Thank You!

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