

Test document

Introduction

This document outlines the steps to set up email notification preferences for events associated with a customer's Smart Account in Cisco License Central (CLC).

Video

The purpose of this content is to share information for educational and/or informational use. You may choose to watch the video or read the content below-both provide the same material, so feel free to engage with whichever format you prefer.

Prerequisites

Before you start, ensure that you have the following:

- Active Cisco.com account
- The user accessing the Cisco License Central must have at least one of the following:
 - Smart Account User/Admin/Viewer
 - Virtual Account User/Admin/Viewer

Steps

Step 1: Go to [Cisco Software Central](#) and log in with your Cisco.com credentials.

Step 2: Click on Access Cisco License Central under the Cisco License Central section.

Step 3: Enter your Smart Account or use the *Search* function to search for a Smart Account.

Step 4: Navigate to the Left Menu bar and click on *Account Management*.

Step 5: Under *Settings*, click *Email Notification Settings*.

Step 6: On the Summary email tab, select the checkbox on *Subscribe to summary emails*.

Step 7: From drop-down menu, select the desired Virtual Accounts.



Note: You can select one or more Virtual accounts.

Step 8: Choose the Frequency (Daily/Weekly/Every Two Weeks/Monthly) for receiving notifications.

Step 9: Under the *Select notifications to include in summary emails* section, select the checkbox based on your preferences to receive email notifications.

Step 10: Click *Apply* to update settings.

Step 11: On the *Real-time notifications* tab, select the checkbox based on your preferences to receive real-time notifications emailed to you when the event occurs.



Note: For receiving notifications regarding your Smart Account, please go to: [How Can I Receive Notifications Regarding My Smart Account?](#)

Troubleshooting

If you experience an issue during the process explained in this document, open a case in [Support Case Manager \(SCM\)](#).

For feedback on the content of this document, please submit [here](#).

For External Customer / Partner Use Only: These instructions are provided to help customers / partners perform the action themselves to resolve the issue. If the customer / partner runs into issues in the instructions, please have them open a case with licensing support (<https://www.cisco.com/go/scm>) to help resolve.