BradyPLUS

Managing Delivery Notification Subscriptions

To effectively manage your delivery notifications, ensure you are logged into your <u>BradyPLUS</u> account before following the steps provided below. If you prefer to watch a recorded demonstration, please <u>click here</u>.

+ ENABLING DELIVERY ALERTS

Hover over "My Account" and select "Account Settings." The "Manage Subscriptions" settings will be defaulted to "Unsubscribe from all." You may opt to subscribe to receive email notifications for:

- Order Confirmation
- Order Preparing For Shipment
- Order Out For Delivery
- Order Delivered
- Order Delayed

Select the checkbox or boxes for the subscription notifications you wish to receive. Then, click the "Select Bill To" search icon to find a specific Bill To account. To opt for all Bill To accounts, select "All Bill Tos." This will also automatically select "All Ship Tos" for the "Select Ship To" field. If you wish to proceed with this selection, click the "Save Changes" button to save.

If you prefer to select a specific Bill To account, choose the required information associated with that account. Next, click on the search icon for the "Select Ship To" field. Select the preferred shipping location(s) associated with the chosen Bill To account. To select multiple Bill To accounts and Ship To locations, repeat steps 4 and 5. After selecting your preferred Bill To accounts and Ship To locations, click the "Save Changes" button to finalize your selections.

+ OPTING OUT OF DELIVERY NOTIFICATIONS

To **cancel all subscriptions**, select "Unsubscribe from all" as demonstrated in **Example A**, and then click the "Save Changes" button. To **deselect subscriptions**, select the subscriptions you wish to remove as demonstrated in **Example B**, and then click the "Save Changes" button.



Login Information	Manage Subscriptions		
Email Address: leanne.walker@xngage.com 🖌 Change Email	A O Unsubscribe from all		
Full name: Leanne Walker		Email	
Password: Change Password	Order Confirmation]
	Order Preparing For Shipment		
Default Billing & Shipping	3 Order Out For Delivery		
Manage the default billing and shipping address selected during sign in.	Order Delivered		
🗸 Use defaults	Order Delayed		
Billing Address			
Brady 44 Quick Stop 15080 Highway 44 CALDWELL, ID	Notification Locations Select Bill To		
Shipping Address	Search or Select Bill To	٩	
100004 44 Quick Stop 15060 Highway 44 Caldwell, ID	~		
Fulfilment Method	Search or Select Ship To	٩	



Important Note: Please be aware that any Bill To account or Ship To location that is not selected will solely receive order and delivery confirmation emails. The chosen subscription notifications will exclusively apply to the selected Bill To accounts and Ship To locations.