

# Setting up Client Portal Notifications

1. Go to [kidsblossom.com](https://kidsblossom.com)
2. Click the "Client Portal" link at the top
3. Log in using the username and password you created
4. Click the downward arrow next to your name in the upper right corner of the screen
5. Select "My Account"

The screenshot shows the CentralReach Client Portal interface. At the top, there's a navigation bar with icons for Home, Agenda, Quick Links, and Activity. The main content area is titled "Portal Test's Dashboard for Today" and displays several widgets: Activity, Contacts, Messages, Files, Timesheets, Billing, Scheduling, Tasks, Learn, and Reports. In the top right corner, a dropdown menu is open, showing options like Help, Open a Support Ticket, View Support Tickets, and a CUSTOMIZATION section with Color Theme and Current Homepage settings. A red arrow points to the dropdown menu.

6. Select "Notifications"

The screenshot shows the Notifications section of the Client Portal. It features a bell icon and the text "Notifications Setup any notifications you'd like to receive."

7. For email notifications
  - a. Simply check off "Email" next to any notifications you would like to receive
  - b. The system will send an automated, secure email to your personal email account whenever a corresponding change is made to your portal.
8. For SMS messages
  - a. Select your carrier at the top
  - b. Input your Phone Number
  - c. Select "Send Verification Code"
  - d. The system will send you an automated code in a text message
  - e. Enter this code into the "Code Verification" box
  - f. Select "Finish Setup"
  - g. Check off "SMS" next to any notifications you would like to receive
  - h. The system will send an automated, secure email to your personal email account whenever a corresponding change is made to your portal.
9. Scroll down and select "Save"