ESM Supplier Profile: Modify Email Notifications

When you first register in ESM Solutions, you will automatically receive notifications of all open invitation solicitations from all ESM customers. Follow the instructions below to modify your email preferences to only receive notifications from UT or other selected ESM customers.

- Go to [https://eprocurement.esmsolutions.com/](https://eprocurement.esmsolutions.com/).
- Log in using your email address and ESM password.
- Click on the “Profile” button in the upper left corner of the screen.

- Select “email notifications” from the “Select Function” drop down menu.

- Select your preferences for event notifications by checking the box next to the option. If you uncheck all four boxes, you will not receive any event notifications.

- Select your preferences for general event notifications by checking the box next to the option.

- Click “Update.”