





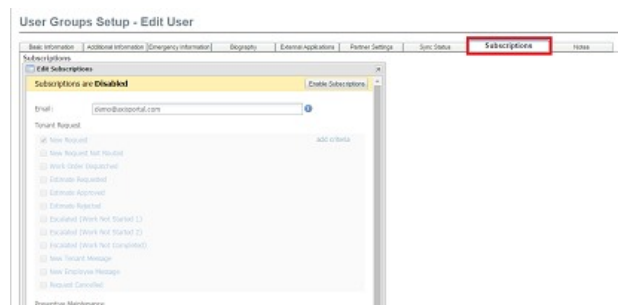
# Non-Tenant User Subscriptions

[Control Panel](#) > [Setup](#) > [User Search](#) > [Edit User's Profile](#) > [Subscriptions Tab](#)

## About Non-Tenant User Subscriptions:

With Non-Tenant user subscriptions, Non-Tenants can be notified via e-mail about a wide variety of Tenant Request events. If your property uses the Certificates of Insurance module, you can also subscribe to receive COI-related event notifications. Subscribed events can be filtered, so Non-Tenants only receive notifications about events they have specified.

All Non-Tenants can access this feature to edit their own subscriptions or subscriptions for other Non-Tenants through **Control Panel** by editing the **Subscriptions** tab in the user's profile.



Subscriptions must be enabled for a Non-Tenant user *before* any notifications can be received. To enable subscriptions for an employee, see [Enabling Non-Tenant User Subscriptions](#).

To add subscriptions to a Non-Tenant user or modify existing subscriptions, see [Adding Non-Tenant User Subscriptions](#) and [Deleting Non-Tenant User Subscriptions](#).