How to...
View notifications

Notifications confirm actions that have been completed during your online session, for example a payment requested, a debtor account created and so on.

1. Sign into your account.

If you have one agreement with us, once you have signed in you will be taken to your availability page.

From any other page, click on the Agreements icon.
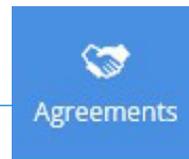
Agreements

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Selected Client
No Agreement Selected

Agreement	Agreement Reference
EFG GROUP Aggregation	0012345/001 GBP
EFG Ltd Non Recourse CHOCS	0012345/001 GBP
IJK Ltd Non Recourse CHOCS	0012345/001 GBP
GHI Ltd Non Recourse CHOCS	0012345/001 GBP

2. If you have a group of agreements, select the account from the list that you wish to view by clicking on the name. You will then be taken to the Agreement Summary page.

3. Notifications alerts display as a red circle on the bell icon in the top right hand side of the screen. Click on the bell to view them.

In this example there are two notifications showing.

CloseNet®

👤 a.user
Logout

🔔2

4. To remove a notification click on X.

To close down the notification box click on the arrow.

Next time you sign in the items will be cleared.

Notifications this session →

ℹ **Request Sent** 16:14 ✕
The Bad Debt Limit request has been sent successfully

💰 **Funds requested successfully** 16:10 ✕
The request for funds was successful.
Transaction Amount: 1,000.00 GBP
Transaction Number Reference: 43-1
Current Status: Out-Payment Not Auto Approved

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