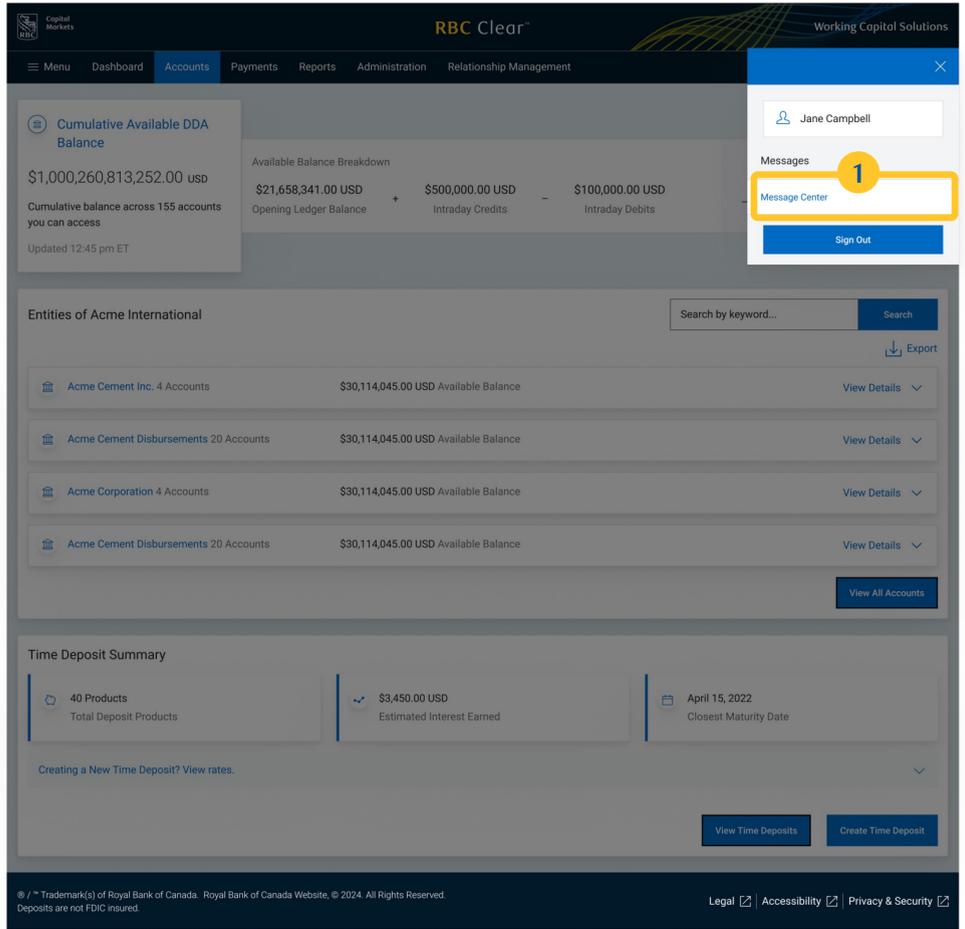


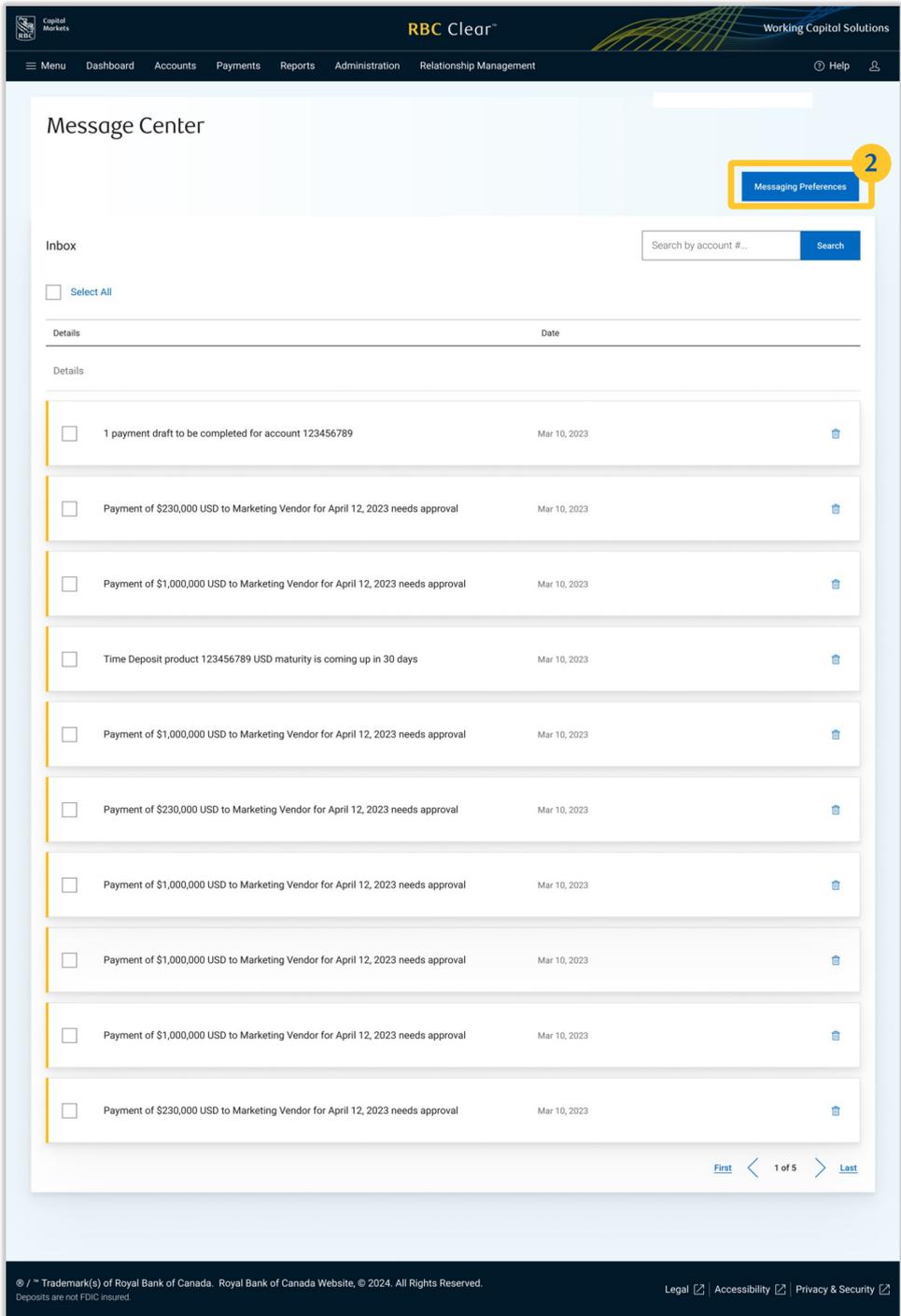
Customizing Messaging Preferences in RBC Clear™

1 Click the user navigation icon  at the top right, then click **Message Center**.



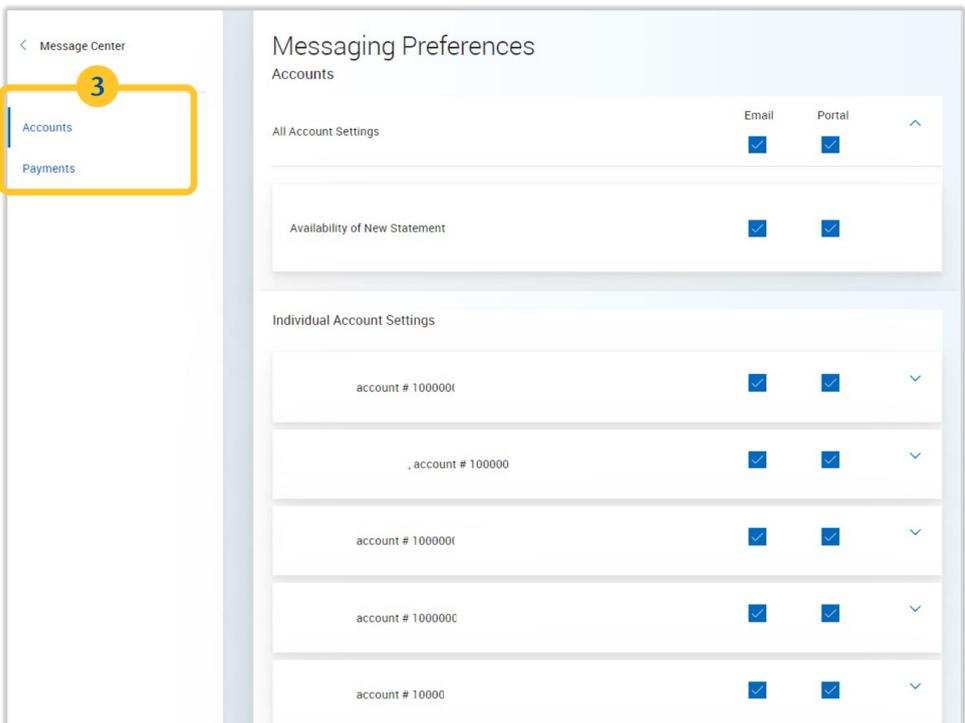
The screenshot shows the RBC Clear dashboard. At the top right, a user navigation menu is open, showing the user's name 'Jane Campbell' and a 'Messages' section. The 'Message Center' link is highlighted with a yellow box and a '1' in a yellow circle. Below the navigation menu, the dashboard displays account balances, a table of entities for 'Acme International', and a 'Time Deposit Summary' section.

2 In the Message Center page, click **Messaging Preferences**.



The screenshot shows the 'Message Center' page. At the top right, a 'Messaging Preferences' link is highlighted with a yellow box and a '2' in a yellow circle. Below the link, there is an 'Inbox' section with a search bar and a list of messages. The messages list includes details such as '1 payment draft to be completed for account 123456789' and 'Payment of \$230,000 USD to Marketing Vendor for April 12, 2023 needs approval'.

3 Once on the Messaging Preference page, select the category that you wish to manage from the panel on the left-hand side. For example: **Accounts**.



The screenshot shows the 'Messaging Preferences' page. On the left-hand side, a navigation panel is visible with 'Accounts' highlighted by a yellow box and a '3' in a yellow circle. The main content area shows settings for 'Accounts', including 'All Account Settings' and 'Individual Account Settings'. The 'All Account Settings' section has checkboxes for 'Email' and 'Portal' under 'Availability of New Statement'. The 'Individual Account Settings' section lists several accounts with checkboxes for 'Email' and 'Portal'.

4 Once a category is selected you can manage the messaging preferences for **All Accounts** or **Individual Accounts**.

You can customize messaging preferences for each account by clicking the downward-facing arrow to expand the content.

5 After expanding the content, downward-facing arrow will turn into an upward-facing arrow . Clicking this will collapse the content again.

6 Manage the messaging preferences by selecting the corresponding checkboxes.

- A checkmark means all options within a group have been selected.
- An empty Checkbox represents an unselected state.
- A dash represents a mixed selection status when some, but not all, options within a group are selected.

You can change the messaging preferences at any time.