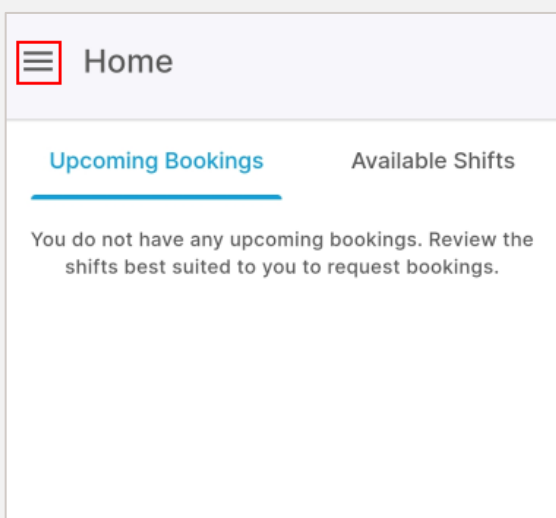


# SETTING COMMUNICATION PREFERENCES

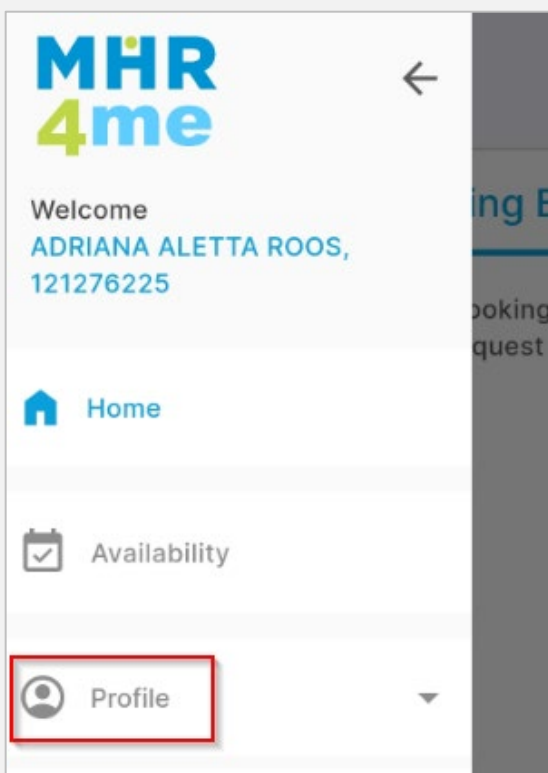
## How to update communication preferences

Follow these steps:

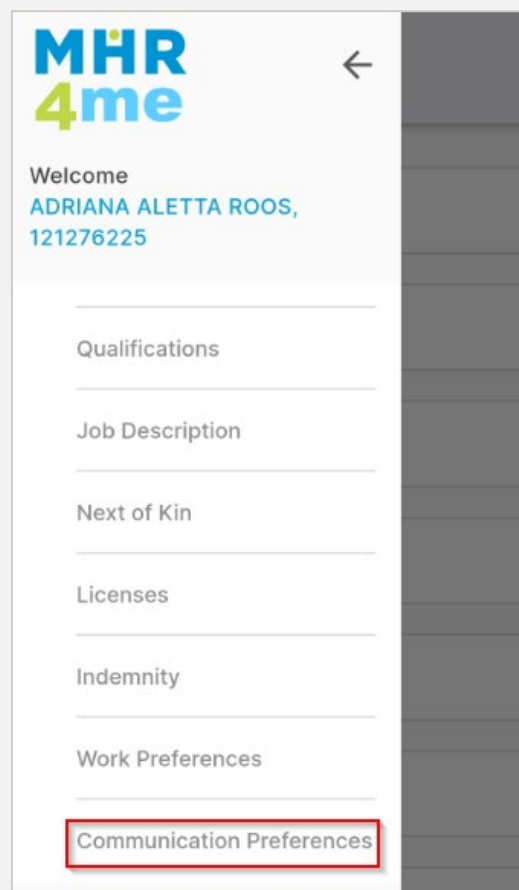
- 1 From the **Home** screen, tap the **Hamburger** button.



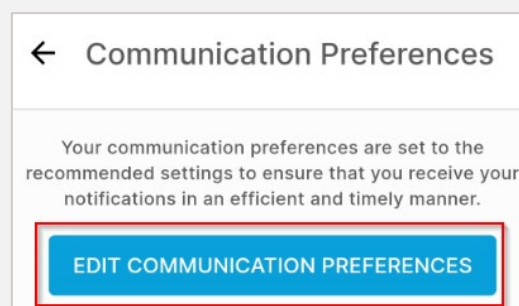
- 2 Tap to expand the **Profile** option.



- 3 The list of profile options will be displayed. Scroll down and tap the **Communication Preferences** option.



- 4 Tap **Edit Communication Preferences**.



5 Carefully review the available communication options under each section and tick the preferred options.

### Edit Communication Preferences

#### Request and Bookings

Your request and booking preferences ensure that you know about available shifts and upcoming bookings. We recommend keeping this preference active at all times.

- App Notifications
- Email Notifications ?
- SMS Notifications !

#### Financial - Payslips

Your payslip preference ensures that your payslip is sent via your preferred communication channel.

- App Notifications ?
- Email Notifications
- SMS Notifications ?

#### Financial - Tax certificates

Your tax certificate preference ensures that you receive your IRP5 certificate for record purposes and submission to SARS if needed.

- App Notifications ?
- Email Notifications
- SMS Notifications ?

#### General - Newsletters

It is important to stay informed of essential policies, discussions and legislation that affect MHR on various levels and in different ways. Our quarterly newsletters keep you updated regarding the latest news, important arrangements, and developments within MHR.

- App Notifications
- Email Notifications
- SMS Notifications

#### General - Reminders

You will be notified of important events for your profile. We recommend you to keep this preference on at all times.

- App Notifications
- Email Notifications
- SMS Notifications

6 Tap **Update** once you have made your selection.

CANCEL

UPDATE