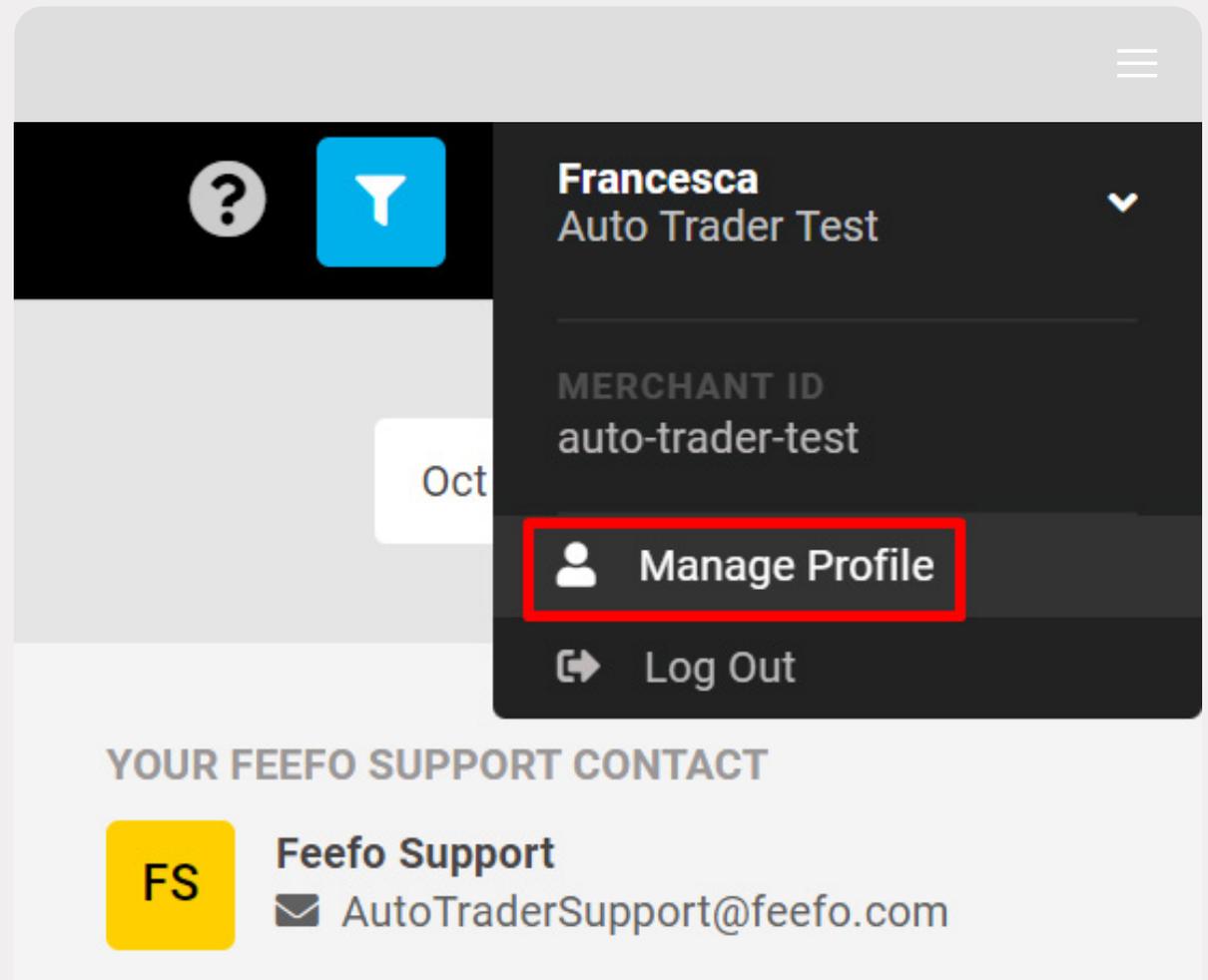


# How to set up new review notifications

Let's help you opt in to [new review notifications](#). Here's how:

Click on the downwards arrow in the top right-hand corner, then choose ['Manage Profile'](#).



Under **'Email Preferences'**, click on each of the star ratings you'd like to opt into notifications for.



Doing this will opt you into review notifications for all DID's that you have access to via Auto Trader's Retailer Divisions:

Click **'Save Changes'**.

Congratulations!  
You've just set up new **review notifications**.  
Notifications will now be sent to the email address you use to log into you Auto Trader Portal.

**Email Preferences**

**OPT-OUT**

Upload Notifications      Account Updates      Daily Reports      Marketing & ...

Select Merchants      Select Merchants      Select Merchants      Select Mer...

**SERVICE FEEDBACK**

<input type="checkbox"/> ★★★★★	<input type="checkbox"/> ★★★★★☆
<input type="checkbox"/> ★★★★☆	<input type="checkbox"/> ★★★☆☆
<input type="checkbox"/> ★★★☆☆	

**PRODUCT FEEDBACK**

<input type="checkbox"/> ★★★★★	<input type="checkbox"/> ★★★★★☆
<input type="checkbox"/> ★★★★☆	<input type="checkbox"/> ★★★☆☆
<input type="checkbox"/> ★★★☆☆	



Review notifications can only be sent to email addresses that are used to access the Feefo Hub via Portal.

If you'd like [new review notifications](#) to be sent to a [different email address](#), you will need to complete [one of the following steps](#):

- 1) Set up the required email address with access to your Auto Trader Portal and use it to log into the Feefo Hub, or
- 2) Set up a redirect on your existing email address to forward review notifications to the required email address.

To set up the required email address with access to your Auto Trader Portal, [please contact your Auto Trader Account Manager](#).

And to [opt-out](#) of review notifications, [follow the same steps as above](#) but [de-select](#) the star ratings you no longer need notifications for.