# Notify Contact

The following shows how to notify Contacts about the Budget Workbook.

The navigation below shows one example where the Notify button is available. This button is available on multiple pages to be used whenever communication is needed between the provider and agency contacts.

**Navigation:** Supplier Contracts > Budgeting > Budget Definition

Enter **Contract ID**

Click **Search**



Click on the **Notification Contacts** tab



Click **Notify**



Click **Lookup Recipient**

Click **Search**

Click the “To” checkboxes for the recipients of the notification

The “cc” and “bcc” are also options for recipients

NOTE: When adding contacts, if you add yourself under “CC”, you will receive a copy in your mailbox.

Click **Add to Recipient List**



Click **OK**



Select a Priority(High, Medium or Low)

Enter a Subject

Enter a message to be included in the email if needed

Click **OK**

