

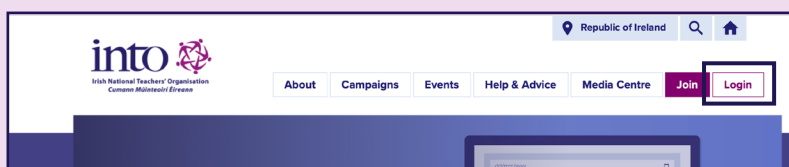
# Communication Preferences

## Instructions for setting your INTO communication preferences

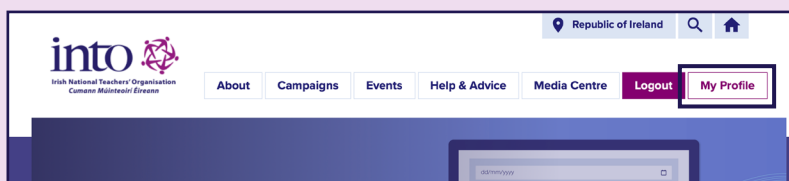


### 1. Log into the INTO Portal

If you have not already registered for the portal, please contact [portal@into.ie](mailto:portal@into.ie) to request your unique link. Please include your name and payroll number when you email us.



### 2. Select 'My Profile'



### 3. Communication preference settings

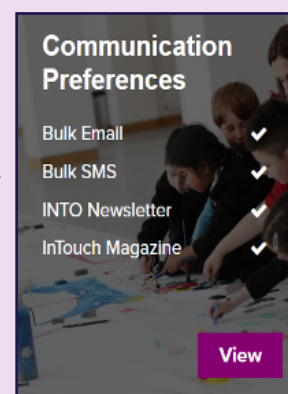
- Under 'Communication Preferences' you will see what your current settings are.
- If you wish to amend these settings, e.g. to opt out of receiving a hard copy of *InTouch*, click on view and amend.

I do not wish to receive a hard copy of the InTouch Magazine from the INTO



### 4. Don't forget to hit save!

Save



If you have any queries in relation to accessing the member portal please contact the INTO at [portal@into.ie](mailto:portal@into.ie) for assistance.