How can I receive notifications regarding my Smart Account, in Cisco License Central (CLC)?

Introduction

This document outlines the steps to set up email notification preferences for events associated with a customer's Smart Account in Cisco License Central (CLC).

Video

The purpose of this content is to share information for educational and/or informational use. You may choose to watch the video or read the content below-both provide the same material, so feel free to engage with whichever format you prefer.

Prerequisites

Before you start, ensure that you have the following:

- Active Cisco.com account
- The user accessing the Cisco License Central must have at least one of the following:
  - Smart Account User/Admin/Viewer
  - Virtual Account User/Admin/Viewer

Steps

Step 1: Go to Cisco Software Central and log in with your Cisco.com credentials.

Step 2: Click on Access Cisco License Central under the Cisco License Central section.

Step 3: Enter your Smart Account or use the *Search* function to search for a Smart Account.

Step 4: Navigate to the Left Menu bar and click on *Account Management*.

Step 5: Under *Settings*, click *Email Notification Settings*.

Step 6: On the Summary email tab, select the checkbox on Subscribe to summary emails.

Step 7: From drop-down menu, select the desired Virtual Accounts.

Note: You can select one or more Virtual accounts.

Step 8: Choose the Frequency (Daily/Weekly/Every Two Weeks/Monthly) for receiving notifications.

Step 9: Under the *Select notifications to include in summary emails section***,** select the checkbox based on your preferences to receive email notifications.

Step 10: Click Apply to update settings.

Step 11: On the *Real-time notifications* tab, select the checkbox based on your preferences to receive real-time notifications emailed to you when the event occurs.

Troubleshooting

For External Customer/Partner Use Only: Follow these instructions to resolve your issue. If you need further assistance, please initiate a request for License Support via Cisco Support Case Manager.