

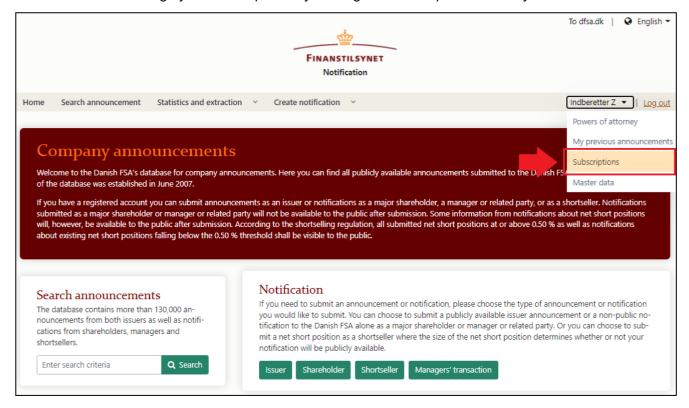
# Guide to e-mail subscription to announcements and specific searches in the Danish FSA's OAM system

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## How you see and manage your subscriptions

You can see and manage your subscriptions by clicking on "Subscriptions" below your name:



This overview shows all the subscriptions that you have created:

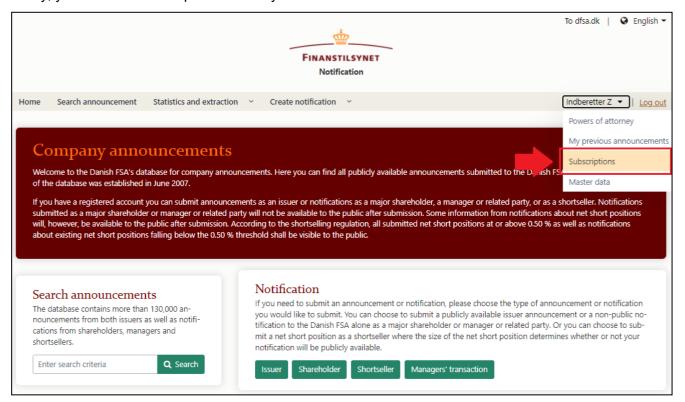


You can edit or cancel a subscription by clicking on the specific subscription and subsequently clicking on "Edit" or "Unsubscribe", respectively. To create a subscription, please see the next section.

## How you subscribe to public announcements

By creating a subscription to announcements you can get notifications via your e-mail when new announcements arrive in the system.

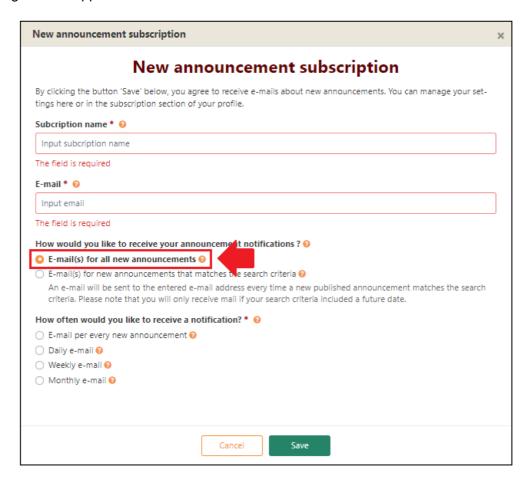
Firstly, you click on "Subscriptions" below your name:



#### Afterwards, you click "Create":



## The following window appears:



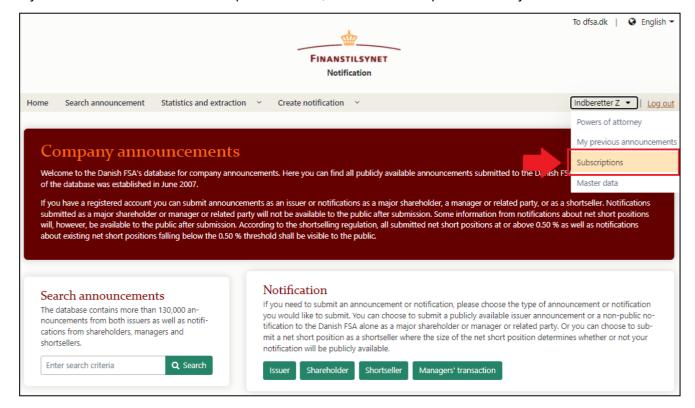
## Do the following:

- Fill out the name of the subscription and your e-mail address
- Tick the box, "E-mail(s) for all new announcements"
- Tick the box for how often you want to receive notifications via your subscription.

## How you subscribe to specific searches

Besides subscribing to every announcement, it is also possible to subscribe to specific searches. By creating a subscription to a specific announcement type or specific searches, you will get notifications via your e-mail address when new announcements in the system match your search criteria.

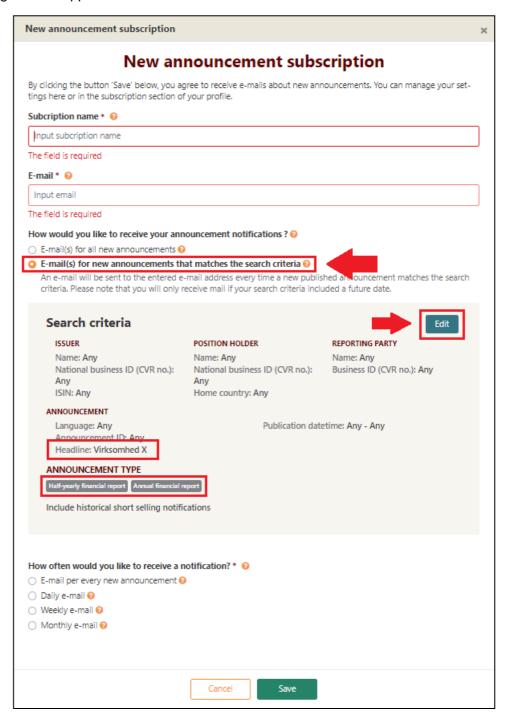
If you would like to subscribe to a specific search, click on "Subscriptions" below your name:



#### Afterwards, you click "Create":



#### The following window appears:

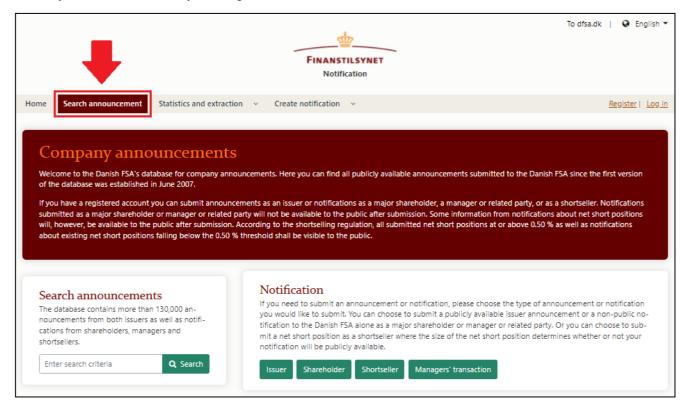


#### Do the following:

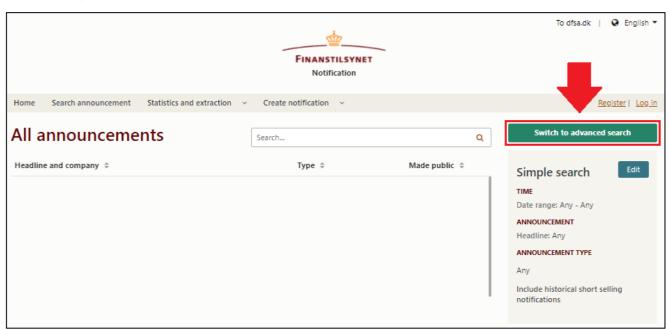
- Fill out the name of the subscription and your e-mail address
- Tick the box "E-mail(s) for new announcements that match the search criteria"
- Click "Edit" to edit the search criteria (in the picture above the subscription is adjusted to showing only announcements with "Virksomhed X" in the announcement title and the announcement type only being a Half-yearly financial report or Annual financial report). Remember to set future dates for your subscription.
- Tick the box for how often you want to receive notifications via your subscription.

# How you can subscribe to announcements or specific searches without a login

You can still subscribe to announcements even though you are not a registered user or logged into the OAM system. You do that by clicking "Search announcement":



### Afterwards, you click "Switch to advanced search":

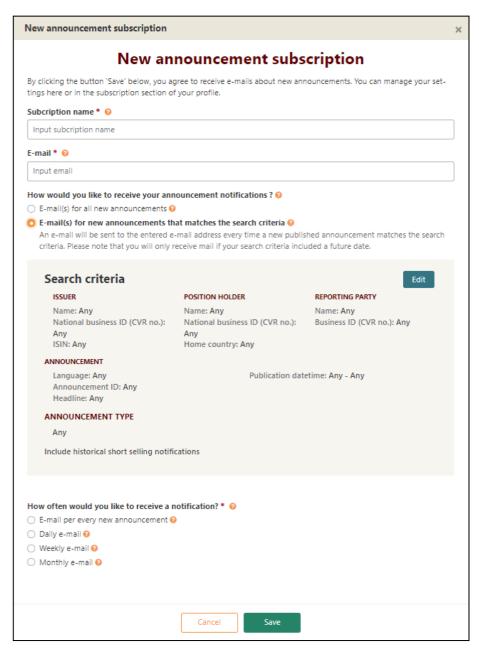


## Next, you click "Subscribe":



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#### The following window appears:



#### Do the following:

- Fill out the name of your subscription and your e-mail address.
- Decide if you want to receive a notification for every announcement or only specific announcements.
  - o If you want to receive a notification for every announcement, then tick the box "E-mail(s) for all new announcements".
  - If you only want to receive notifications for specific announcements, then tick the box "E-mail(s) for new announcements that match the search criteria". Afterwards, you can specify your subscription by clicking "Edit". Remember to set future dates for your subscription.
- Tick the box for how often you want to receive notifications via your subscription.