# Updating contact information and notification settings in cPanel

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**Overview:**

Keeping your contact information and notification settings up-to-date in cPanel is essential for ensuring that you receive important notifications and updates about your account. The only contact information saved by our cPanel shared hosting services is your email address - which is used for notifications.

# Prerequisites:

Validate your IP address via the Micron21 WebAuth.  For more information, you can review our WebAuth article here.

# Method:

1. Log into your cPanel account.
2. In the "**Preferences**" section, Navigate to the "**Contact Information**" tool.
3. On the "**Contact Information**" page, you can set the email to receive notifications and configure an alternative account to receive notifications.
4. You can select the type of notifications you want to receive (e.g. account information, service notifications, etc.) as well as set the AutoSSL notification options.
5. Use the checkboxes to select the notifications you wish to receive and click on the "**save**" button to save your changes