EMAIL PREFERENCES & NOTIFICATION

CUSTOMER PORTAL USER GUIDE

Collins Aerospace
An **RTX** Business

LOGIN

Email Preferences & Notification

NOTE: This website is intended for the use of our established customers.

Login to your Collins Portal account to see more information tailored to your company.

If you do not have an account, click the **Register** button to gain access.

Instructions can be found here or in the **FAQ and Customer Support** page.

ACCOUNT SETTINGS

Email Preferences & Notification

The Account Settings link under the Welcome dropdown menu displays the information you entered at registration and allows you to set up your notification preferences.

Use scroll bar to view all options for email notifications.

EMAIL PREFERENCES

Email Preferences & Notification

Select one or all to receive notifications on: spares orders, repair orders, or technical publications.

Change Type - Choose which updates you want to be notified about.

Notification Frequency – Select how often you would like to receive notification of changes

These selection are applicable to spares and repair orders only.

Email Preferences

Receive Email Notifications

☐ Spares Order Updates

☐ Repair Order Updates

Click here to update Technical Publications Email Preferences

Change Type
- ⦿ All Changes
- ◯ Shipments Only

Notification frequency
- ⦿ As Changes Occur
- ◯ Daily Summary

Matching the Following
- ⦿ All Updates For My Company
- ◯ Only My Orders And/Or Tech Requests
- ◯ Contains:

Customer PO Number

[   ]

Order Number

[   ]

Part Number

[   ]

Remove All Notifications   **Update**

NOTE:

Select Update Technical Publications Email Preferences to customize email notifications for Technical Publications only.

To receive spares and/or repair order notifications, your account will need to be tied to a Sold To account under the Address Book navigation link.

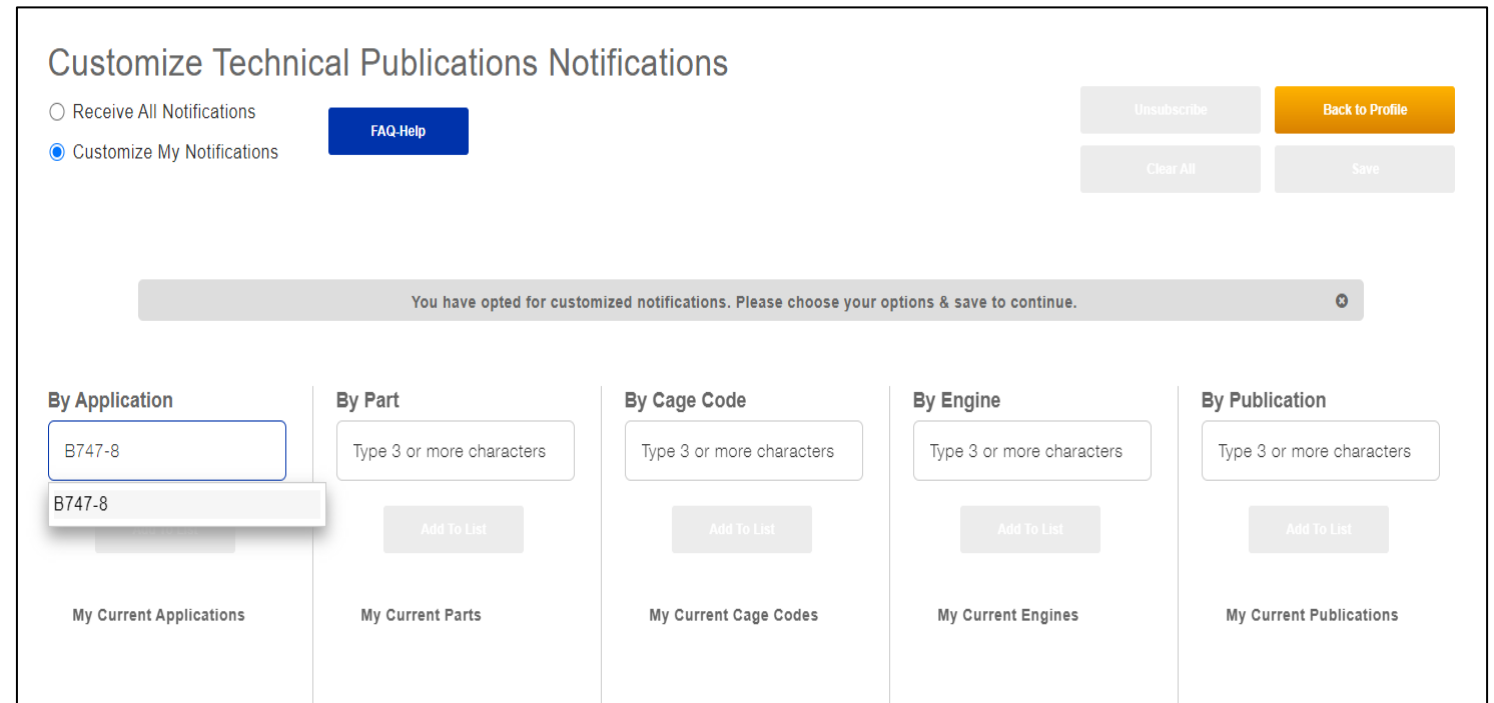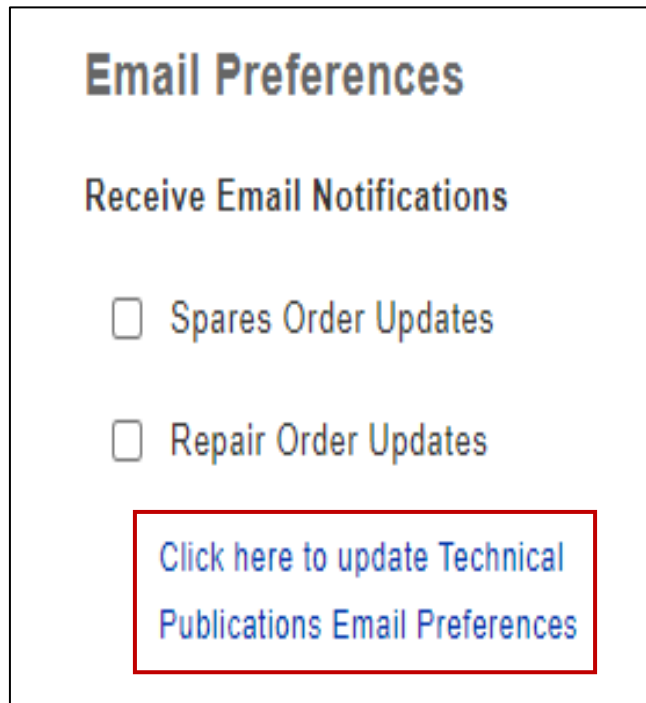Please refer to the separate user guide titled "User Profile Management", for additional information.

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TECHNICAL PUBLICATION EMAIL PREFERENCES

Email Preferences & Notification

Technical Publication Email Customization will be by Application, Part, Cage Code, Engine, and Publication.
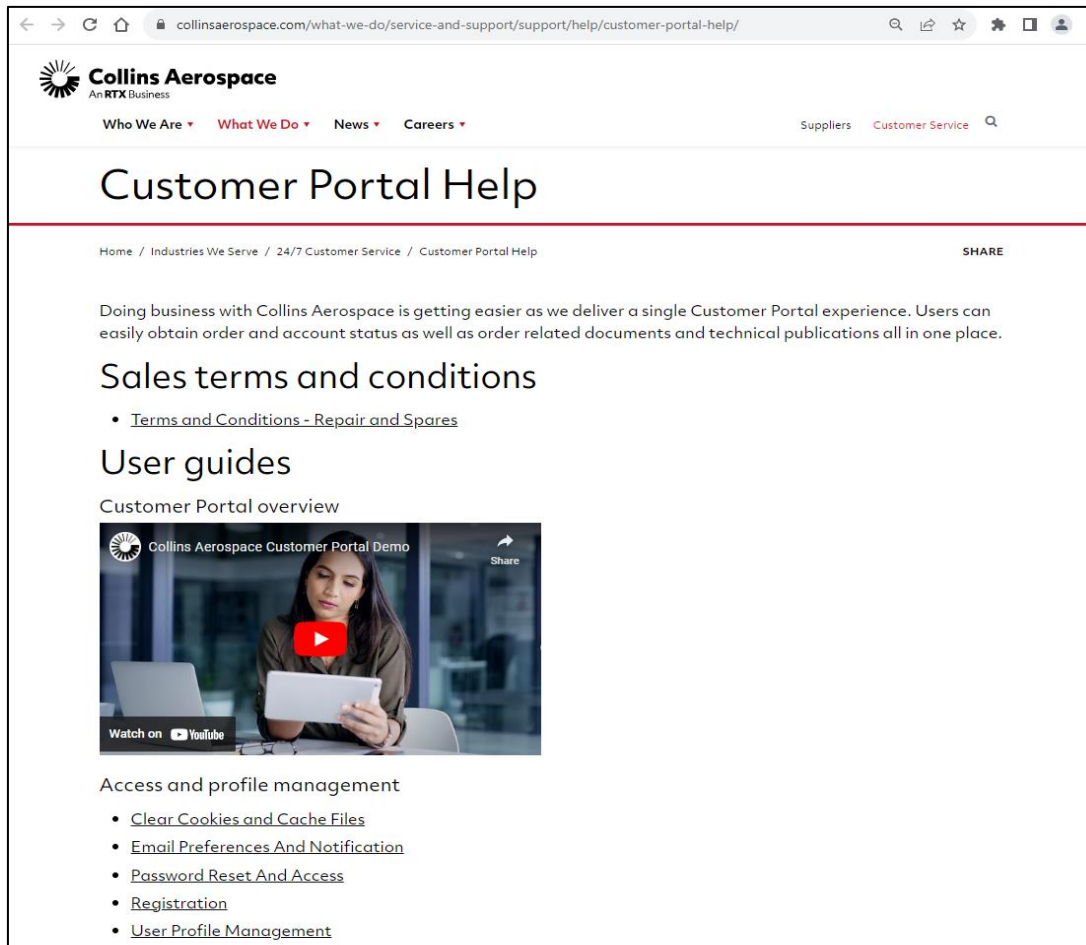- Type in the application, part, cage code, engine or publication name.
- Click on the publication to which you want to subscribe.
- Then click save.

CONTACTS

Email Preferences & Notification

Customer Portal Support Team Email:
customer.portal@collins.com

For 24/7 global AOG please contact:
1-877-808-7575 (within U.S.)
1-860-654-2500 (outside U.S.)

Collins Customer Portal FAQ and Support:
https://www.collinsaerospace.com/support/help/
Customer-portal-help

Collins Business Contacts:
https://www.collinsaerospace.com/support

THANK YOU

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