

The sections below outline how to update various custom texts on your OP Portal. To access the custom texts from your Admin profile, navigate to **Settings** > **Custom Texts** in the left navigation, then click the **Groups** drop-down.

## WELCOME EMAIL

NOTES/LINKS



### Update the Welcome Email

1. Select **Messages**.
2. Select the section you want to update.
3. Update the text.
4. Click **Save**.

## LEGAL DISCLAIMERS



### Edit the Email Disclaimer

1. Select **Legal Disclaimers**.
2. Click on **Email Disclaimer**, and select the language in which the Email Disclaimer will be edited.
3. Update the text.
4. Click Save.



### Update the Terms & Conditions or Privacy Policy

1. Select **Legal Disclaimers**.
2. Click on **Terms & Conditions** or **Privacy Policy**.
3. Select the **language** in which the document will be edited.
4. Update the text.
5. Click **Save**.

## WARNINGS



### Update Warnings

1. Select **Warnings**.
2. Click on the **text** you want to update.
3. Click "English" or "Spanish" (depending on the notification language that applies)
4. Write the **message** in the text box.
5. Select the **Info Level** button to change the color and type of notification:
  - Alert is red
  - Warning is orange
  - Informational is blue
6. Check the **Enabled** box and click **Save**.

