1. In your user profile, select the opt in programs by checking one or both options for Online Review Requests and / or Thank You Cards. By default, they are both checked. You can opt out of both programs by unchecking both options.

2. In the quote when the status is changed to Approved-Completed a dialog will appear.

Would you like corporate to send the following

- [x] Send Online Review
- [x] Send Thank You Card

Close Submit

3. If one of the options are unselected in the User profile that option will not appear in the window. If no options are selected in the user profile the dialog will not appear. Once a user hits submit then that option will be marked as checked if it is checked and we have a requested date stamp of when this happened.

4. The user is then directed back to the edit view as they were before. From then on the modal will not appear. Before the record is saved however the user can change the status away from Approved-Completed and then back to Approved-Completed to change their request.
5. Corporate is responsible for pushing this information to reputation.com and the thank you card vendor.