

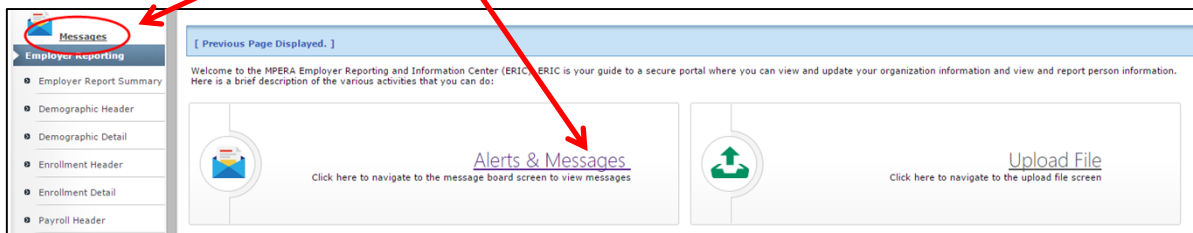
Alerts and Messages

MPERA will send will send messages to you from time to time through the message board. The messages will be marked as Correspondence, Information, Urgent, or flagged as an 'Action Required'.

Messages are filtered so they appear only to individuals to which the message is relevant. Messages that are marked "**ACTION REQUIRED**" and "**URGENT**" must be addressed first, before you can complete other tasks in ERIC.

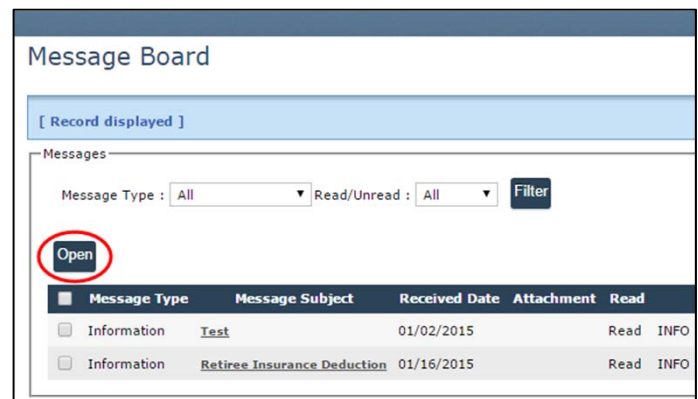
1.

Click on Messages in the side bar or the Alerts & Messages quick link on the home page.



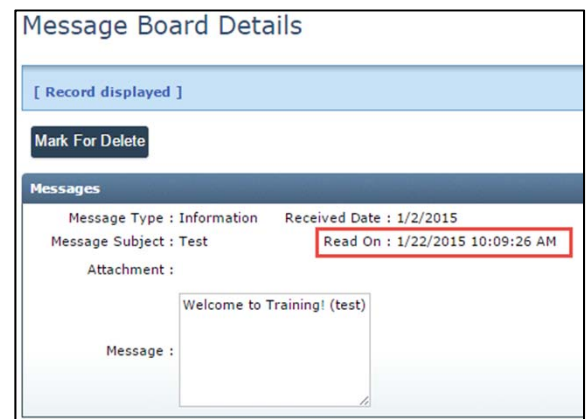
2.

ERIC displays the message Board. OPEN the message you wish to view.



3.

ERIC displays the message Board Detail screen.



4.

ERIC marks the message as read and records date and time stamp.