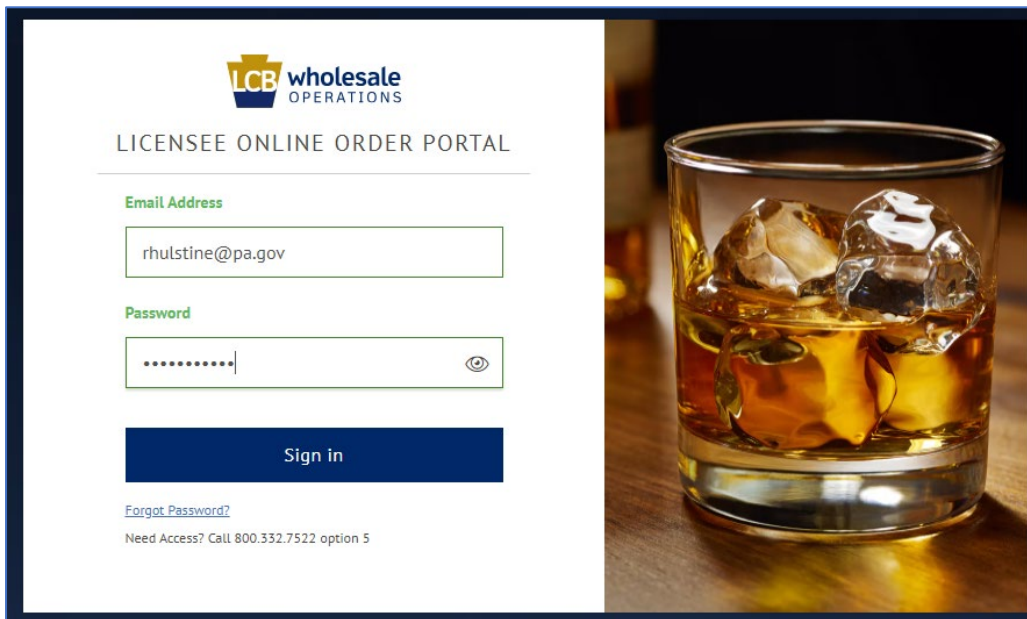


Licensee – Changing Email Preferences in LOOP Quick Reference Guide

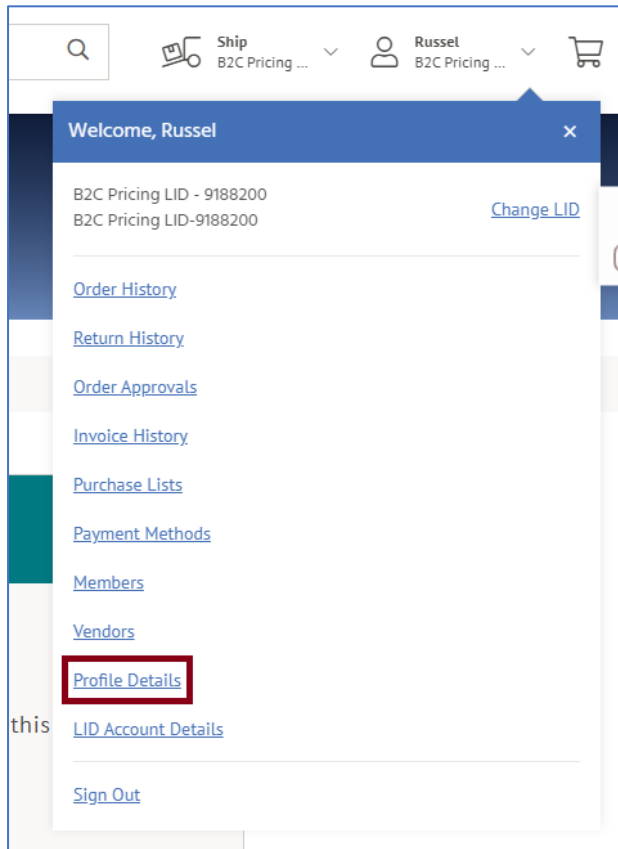
Introduction

Within the Licensee Online Order Portal (LOOP), a licensee may change their personal email preferences at any time. When a user adjusts their email preferences, it will be auto-updated on all License Identification Numbers (LIDs) associated with the user account. Email preferences are separated into four sections: Special Order, Licensee Delivery Program (LDP) Order (includes Licensee Service Center [LSC] Orders), LDP Return (includes LSC Returns), and FWGS Pickup. Following selection of an email preference, a licensee will receive automated emails from the Pennsylvania Liquor Control Board (PLCB) on a specific email preference.

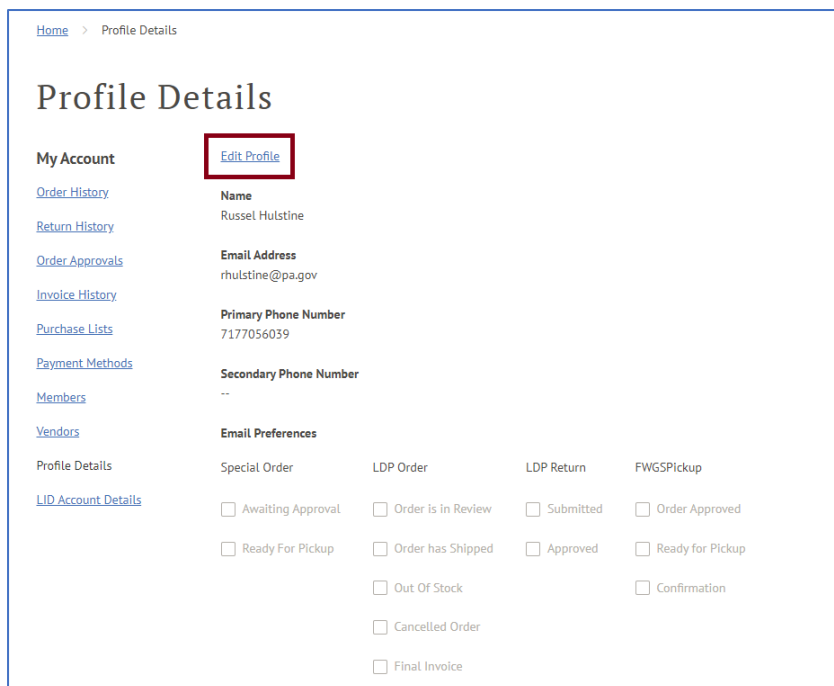
1. Navigate to LOOP (www.lcbloop.com), then **Sign in**.



2. Select Profile Details.



3. Select Edit Profile.



4. Select the Email Preferences you would like to receive. Click **Save** when finished.

Email Preferences

Special Order	LDP Order	LDP Return	FWGSPickup
<input checked="" type="checkbox"/> Awaiting Approval	<input checked="" type="checkbox"/> Order is in Review	<input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/> Order Approved
<input checked="" type="checkbox"/> Ready For Pickup	<input checked="" type="checkbox"/> Order has Shipped	<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Ready for Pickup
	<input checked="" type="checkbox"/> Out Of Stock		<input checked="" type="checkbox"/> Confirmation
	<input checked="" type="checkbox"/> Cancelled Order		
	<input checked="" type="checkbox"/> Final Invoice		

Password
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