

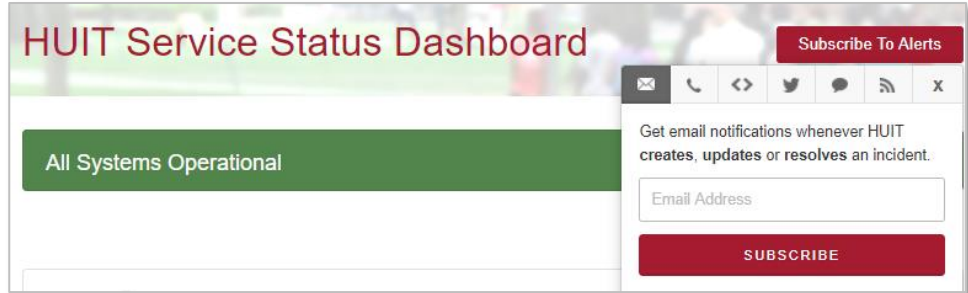
SIGN UP FOR HUIT ALERTS



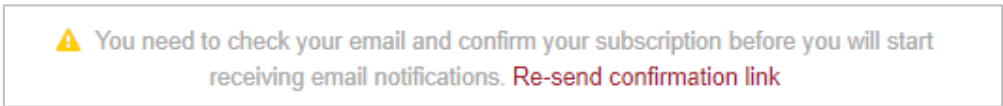
Buy-to-Pay (B2P) Login huit.harvard.edu/apps/finance
Training Resources and FAQs b2p.procurement.harvard.edu
B2P Support Email ap_customer_service@harvard.edu
B2P Support Phone 617-495-8500 option 1

Visit <https://status.huit.harvard.edu/> and follow these instructions to sign up to receive B2P outage/incident communications.

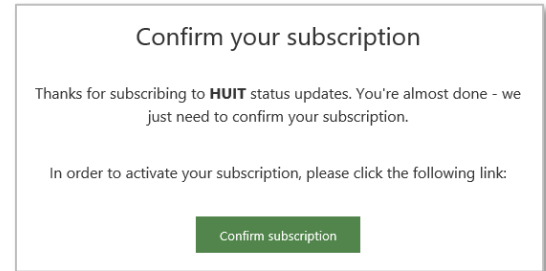
Click on **Subscribe to Alerts**. Enter your email address and click **Subscribe**.



The following confirmation message will display.



You will receive an email from ithelp@huitdashboard.harvard.edu asking you to confirm your subscription. Click **Confirm Subscription**.



This will take you back to the HUIT Service Status Dashboard. By default, you will be signed up to receive outage/incident communications for all systems listed. You can unclick checkboxes for systems that you are not interested in. If you want to only receive B2P alerts:

1. Click **Select none**. This will uncheck all the boxes.
2. Scroll down to the **Financial Applications** section and check the **BUY-TO-PAY Powered by JAGGAER** checkbox.
3. Scroll to the bottom and click **Save**.

