

Accessing Notifications and Alerts on your Portal

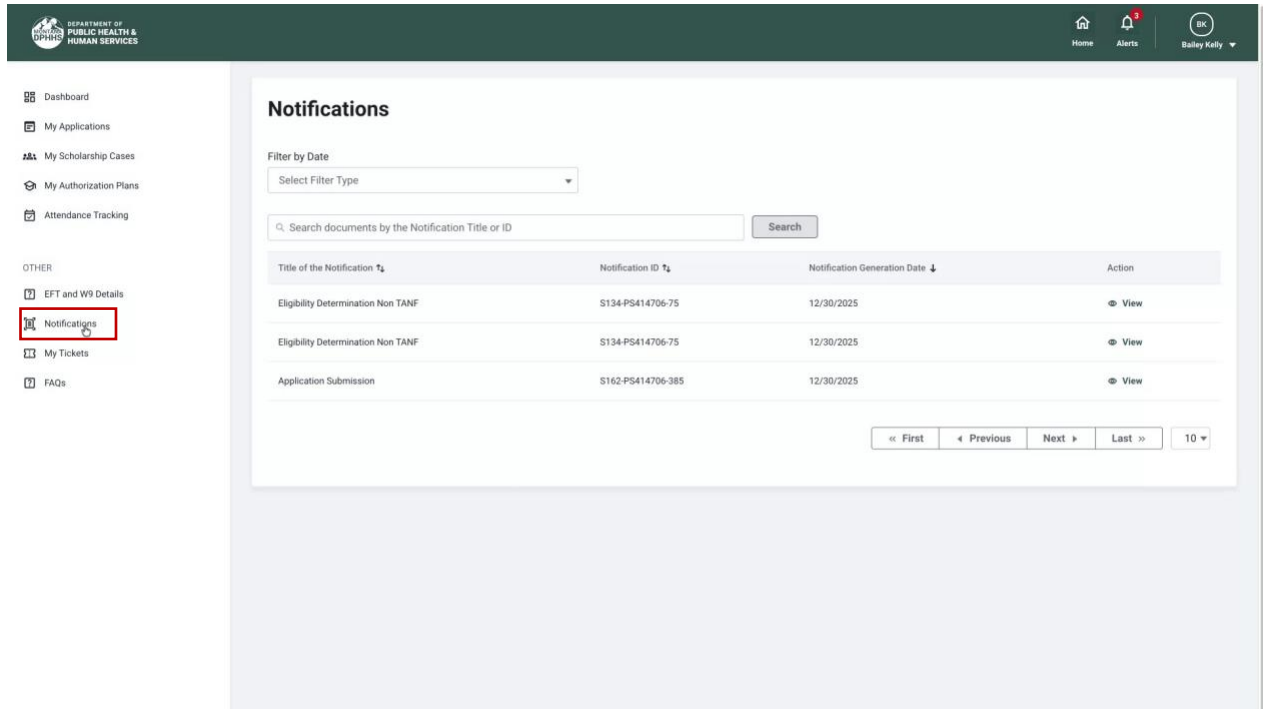
This document explains how to access, filter, search, and download notifications from your portal, as well as how to use the bell icon to access alerts to stay on top of any updates and complete your tasks in a timely manner.

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Step 1: Accessing Notifications

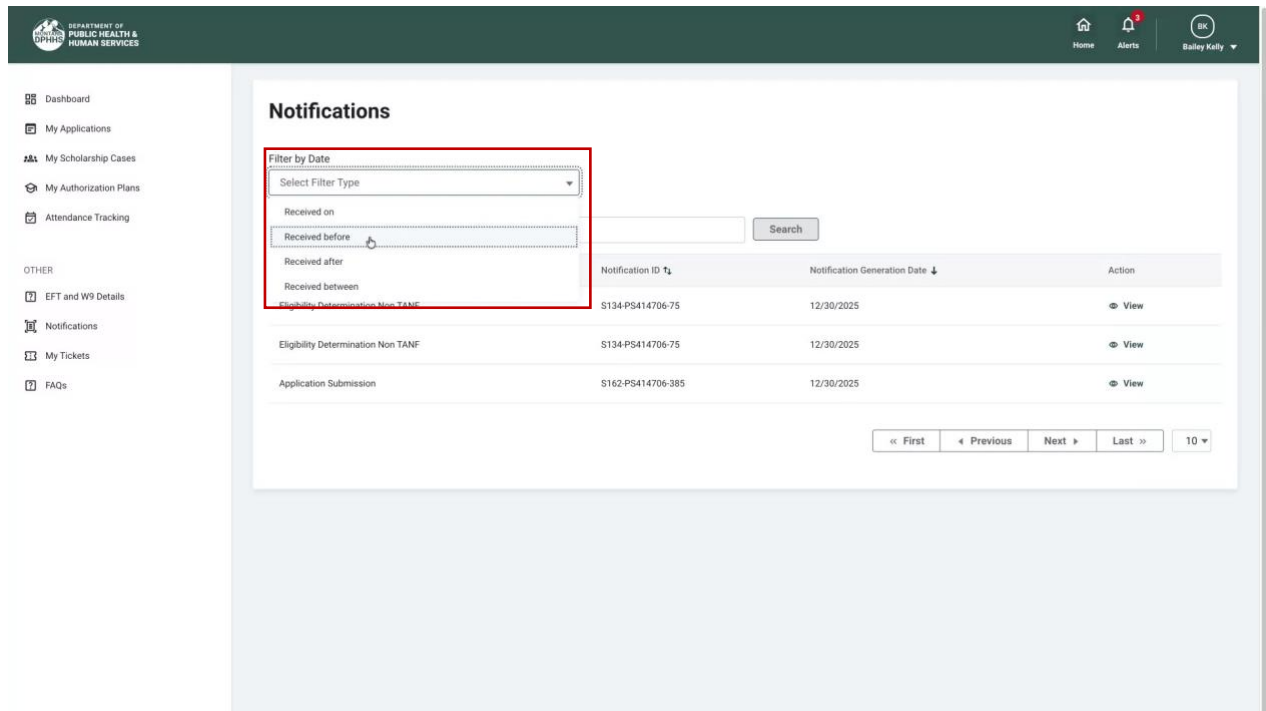
1. Log in to the MAQCS Portal.
2. From the left navigation panel, select the **Notifications** tab to open the Notifications page.



Note: On this page, you will see a list of all your Notifications. As a user, this is where you can find Notifications related to application submissions confirmations, approvals/denials, attendance submissions, authorization expirations, renewal reminders, and more.

Step 2: Filter Notifications by Date

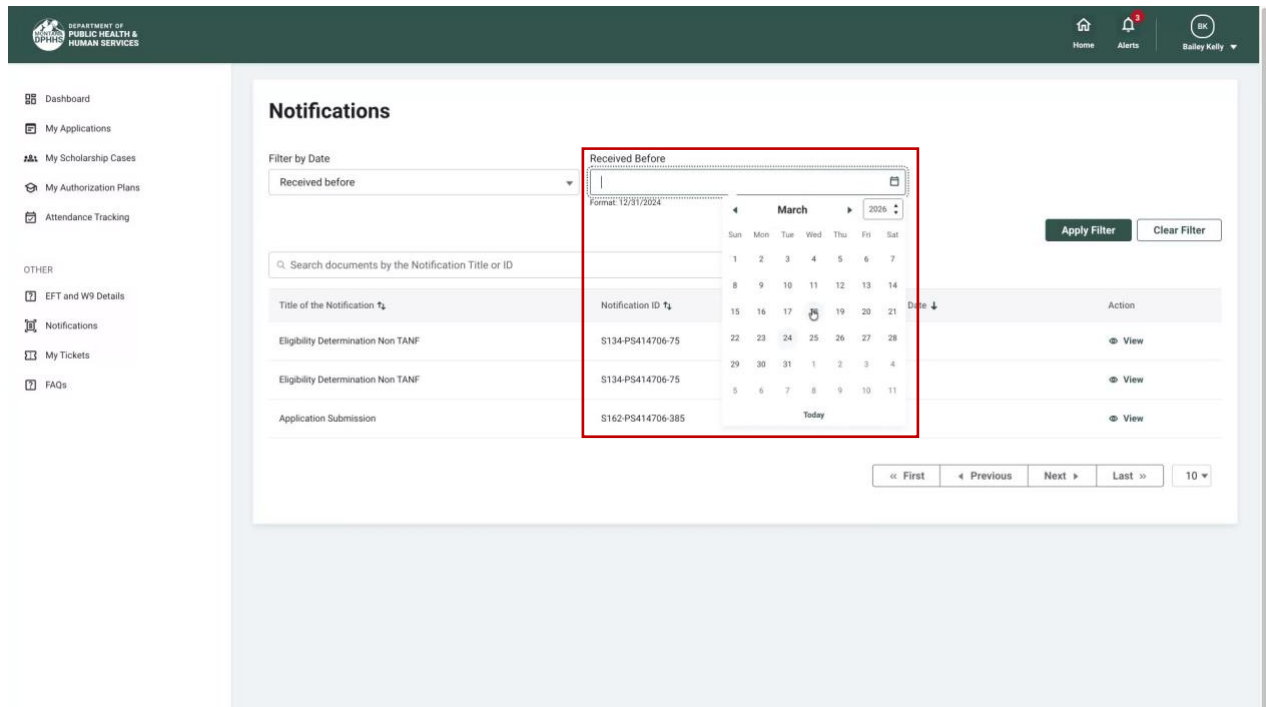
1. Use the date filter options to select one of the following: **Received On**, **Received Before**, **Received After** or **Received Between**.



The screenshot shows the 'Notifications' page in the Department of Public Health & Human Services system. The 'Filter by Date' dropdown menu is open, and 'Received before' is selected. The table below shows the filtered results:

Notification ID	Notification Generation Date	Action	
S134-PS414706-75	12/30/2025	View	
Eligibility Determination Non TANF	S134-PS414706-75	12/30/2025	View
Application Submission	S162-PS414706-385	12/30/2025	View

2. Based on your chosen date filter, select the date that best aligns with your search.



The screenshot shows the 'Notifications' page with the 'Received before' filter selected. A calendar for March 2026 is displayed, and the date 24 is selected. The table below shows the filtered results:

Title of the Notification	Notification ID	Date	Action
Eligibility Determination Non TANF	S134-PS414706-75	24	View
Eligibility Determination Non TANF	S134-PS414706-75	24	View
Application Submission	S162-PS414706-385	24	View

3. After entering the date, click on **Apply Filter**.
4. All notifications containing the date filter will be displayed in the results.

The screenshot shows the 'Notifications' page on the Department of Public Health & Human Services website. The 'Filter by Date' section has 'Received before' set to '3/18/2026'. The 'Apply Filter' button is highlighted with a red box. Below the filter, there is a search bar and a table of notifications.

Title of the Notification	Notification ID	Notification Generation Date	Action
Eligibility Determination Non TANF	S134-PS414706-75	12/30/2025	View
Eligibility Determination Non TANF	S134-PS414706-75	12/30/2025	View
Application Submission	S162-PS414706-385	12/30/2025	View

Step 3: Search Notifications by Keyword

1. Use the search box to type a word related to the Notification you are looking for (for example, "application").
2. After entering the keyword, click on **Search**.
3. All notifications containing that keyword will be displayed in the results.

The screenshot shows the 'Notifications' page with the search bar containing the keyword 'application'. The 'Search' button is highlighted with a red box. The table below shows the results of the search.

Title of the Notification	Notification ID	Notification Generation Date	Action
Application Submission	S162-PS414706-385	12/30/2025	View

Step 4: View and Download Notification Documents

1. Each Notification can generate an associated document that you can download.
2. In the notifications list, click **View** next to the notification you want to open.

The screenshot shows the 'Notifications' page. At the top, there is a header with the department logo and user information. A sidebar on the left contains navigation links. The main content area has a 'Filter by Date' section with a 'Received Before' dropdown set to '3/18/2026'. Below this is a search bar and a table of notifications. The table has four columns: 'Title of the Notification', 'Notification ID', 'Notification Generation Date', and 'Action'. The first row is 'Eligibility Determination Non TANF' with ID 'S134-PS414706-75' and date '12/30/2025'. The 'View' link in the 'Action' column for this row is highlighted with a red box. There are also 'Apply Filter' and 'Clear Filter' buttons, and pagination controls at the bottom.

Title of the Notification	Notification ID	Notification Generation Date	Action
Eligibility Determination Non TANF	S134-PS414706-75	12/30/2025	View
Eligibility Determination Non TANF	S134-PS414706-75	12/30/2025	View
Application Submission	S162-PS414706-385	12/30/2025	View

3. After clicking **View**, you will be redirected to the notification details page.
4. Click on **View Documents** to open and download the document generated.

The screenshot shows the 'Notification Details' page. It has a 'Back' link at the top left. The main content area displays the notification details in a table format. The table has three columns: 'Notification Title', 'Notification ID', and 'Notification Generation Date'. The first row shows 'Eligibility Determination Non TANF', 'S134-PS414706-75', and '12/30/2025'. A 'View Document' button is located in the top right corner of the details section and is highlighted with a red box. The sidebar and header are consistent with the previous screenshot.

Notification Title	Notification ID	Notification Generation Date
Eligibility Determination Non TANF	S134-PS414706-75	12/30/2025

Step 5: Access Notifications via the Bell Icon Alerts

Note: You will receive an alert whenever a new notification is generated. These alerts can be accessed by clicking on the **bell icon** in the interface. The number displayed on the bell icon indicates how many new notifications you have received.

1. Click the bell icon to see a list of recent notifications.
2. Clicking an alert will redirect you to its corresponding page

The screenshot displays the user interface for accessing notifications. At the top, the navigation bar shows the DPHHS logo and the user's name, Bailey Kelly. The 'Alerts' icon is highlighted with a red box, indicating it has been clicked. Below the navigation bar, the 'Notifications List' is displayed. The list contains three notifications, each with a title, a brief description, and a date. The first notification, 'Eligibility Determination Non TANF', is highlighted with a red border. The second notification is also 'Eligibility Determination Non TANF', and the third is 'Application Submission'. All notifications are dated '2 months ago'.

