

# Track An Application

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Go to **Applications**, [search](#) and select an application.

Track any application you have access to with our Watch feature. When you watch an application, we will notify you via email as the application moves through the stages of the [application process](#). You can also manage your **Watched Topics** from the **Dashboard**.

To use the Watch feature:

1. Click the **Application Menu** in the upper right-hand corner of the **Application Detail**.
2. Click **Watch Application**.
3. In the **Watch Application** pop-up window, click any toggle under **Notify Me** toggle to opt into an event alert.
4. Click the **Watch** button to confirm your choices.

The event alerts available are listed below.

Event Alert	Description
A clickthrough agreement occurs	Receive an alert when the applicant clicks through the OLA agreements.
A document is uploaded by a merchant	Receive an alert when the applicant uploads supporting materials to the OLA. You will receive an email for each document a merchant uploads.
A document is uploaded by a partner	Receive an alert when a partner user uploads supporting materials to the OLA. You will receive an email for each document a partner user uploads.
The application is submitted	Receive an alert when an application is <a href="#">submitted</a> by the customer or a user other than you. The Application Detail will now have a new section labeled <a href="#">Application Process</a> .
A credit decision is made	Receive an alert when a credit decision is made. The application status will be either <i>Declined</i> , <i>Approved</i> , or <i>Canceled</i> .
A note is added to this application	Receive an alert when a note is added to an application. You will not receive notifications about your notes or system-generated notes.

**Note:** Watch will not notify you of events that have already occurred.