Create Application Notes

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Go to **Applications**, search, and select an application.

You, your users, and our underwriters can view application notes, not your merchants. You can create reminders and notification emails from your notes by setting the timing and context when you create the note. Access all of your reminders by selecting ***Profile*** from the top right downward-facing arrow, viewing User Detail, and the Reminders section.

To create an application note:

1. View the Application Details and the Application Overview section. Select the plus icon to create an application note.
2. In the **Enter your note here** section, add your comments.
3. Opt to add notes to the reminder by clicking the toggle next to **Add this to my Reminder list**. Once enabled, the toggle option will show in *green*. If disabled, the toggle will show in *white*.
4. Optionally, request an email notification by clicking on ***Send me a reminder notification***. Once enabled, the toggle option will show in *green*. If disabled, the toggle will show in *white*. Set up a specific time to notify you of the reminder. Select the date and time by clicking on ***Set a time***. Here you can add a date and time for the reminder. You can also opt to be notified of the reminder later by clicking on the ***After some time*** option. Specify the time in the "**Remind me in**" box... and select from various options in the drop-down (*Minutes*, *Hours*, *Days*, *Weeks*, *Months*, *Years*).
5. Finally, you can add a customized note to the application notes by clicking on the toggle next to **Customize the reminder** that only you will be able to see. Once enabled, the toggle option will show in *green*. If disabled, the toggle will show in *white*.
6. Click ***Create Note***.

Once created, you can edit the note up to 24 hours from creation by selecting the action menu button on the top-right of the note.