**How To Training**

**for**

**CMS Case File – Active Party and Notification List Tab**

You will be able to view an official listing of interested entities in the Case. The tab is divided into two categories:

**Notification List** - all members interested in the Case.

**Active Party List** – Notification List members elevated to an Active Party by the authorized user assigned to the Case.

### View and Manage Notification List

**Objective:**

* View Active Party and Notification Lists

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| **Step** | Action |
|  | Logged in External Registered User from the Case File Screen   * Click on the Active Party and Notification List tab |
|  | * Default view will display Active Party List |
|  | * Select Notification List Radio Button to view interesting members |