Updating an NOA Email (Effective January 31, 2011)

To register a new or update your current NOA email address, follow these procedures.

From the DDRS Provider website, https://ddrsprovider.fssa.in.gov, select the “NOA Email Address” link on the left.

The login screen will then come up:
On the next screen, search for your organization’s name by typing in at least 3 letters of the name and then selecting ‘Find‘:

All of the organizations with those letters in the name will then be displayed:

... then enter the e-mail address here ...

... and finally, click the SET button to submit the change.

NOTE: This will replace any previous NOA E-mail for this provider, only ONE address allowed per provider.

SET
The next step is to find your organization in the list and select it.

Select the specific provider/office from this list...

Enter the email address you want the NOAs to be sent to:

To submit the change, select SET.

You will receive a message letting you know that the email address was updated or if there were any problems. The email address will then be sent to the state database and replace any previous NOA email address that had been setup.

You can then log out using the ‘Logout’ button.