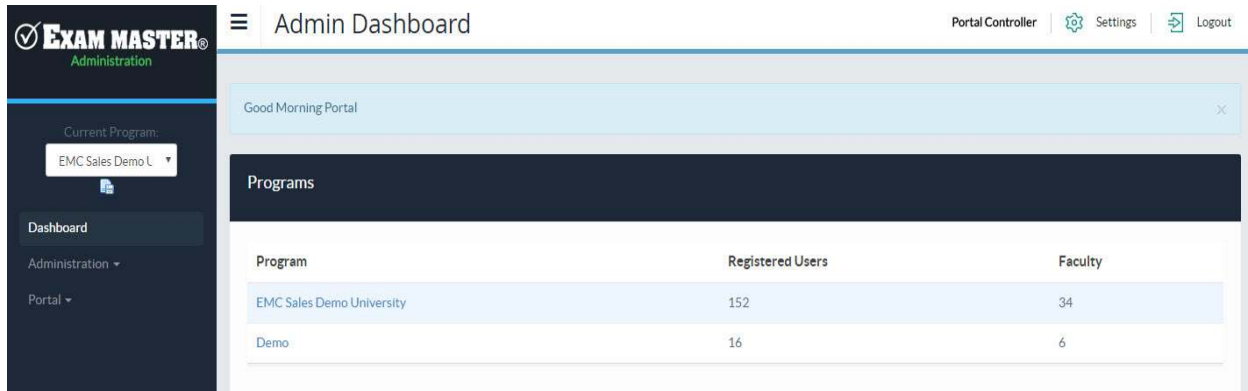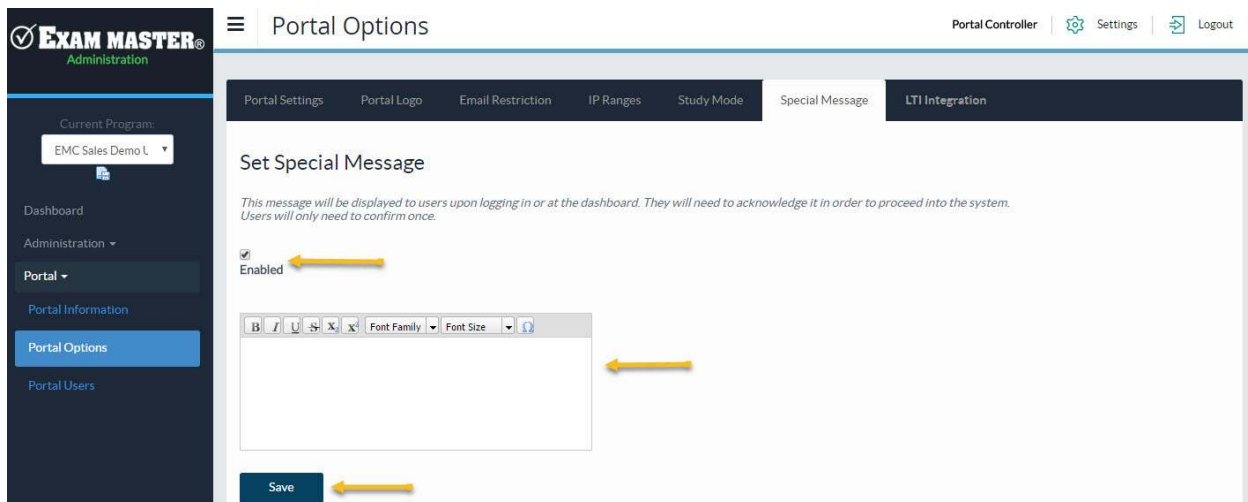# PC Setting Special Messages for Login Documents

1. Log into your Portal Controller Account to view the Portal Controller Dashboard

2. Click **Portal**
3. Select **Portal Options**
4. Click the **Special Message** tab

5. Click the box above **Enabled** to activate Special Messages (unchecking this will disable the message)
6. Enter the Special Message in the text window
7. Click **Save** when complete

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