To set up your 8 digit approval code:

1. From the homepage, **login**.
2. Select “View My Profile”
3. Select “Update Security Settings”
4. Select “Change Email Approval Code”
5. The “Change Email Approval Code” screen will appear
6. Decide what your 8 Digit Code will be and then enter your 8 Digit Code. Once you have entered your 8 Digit Code, select “Save Changes”.

![Image of the interface showing how to enter and save the 8 Digit Code.]

1. Enter your 8 Digit Code
2. Select “Save Changes”