

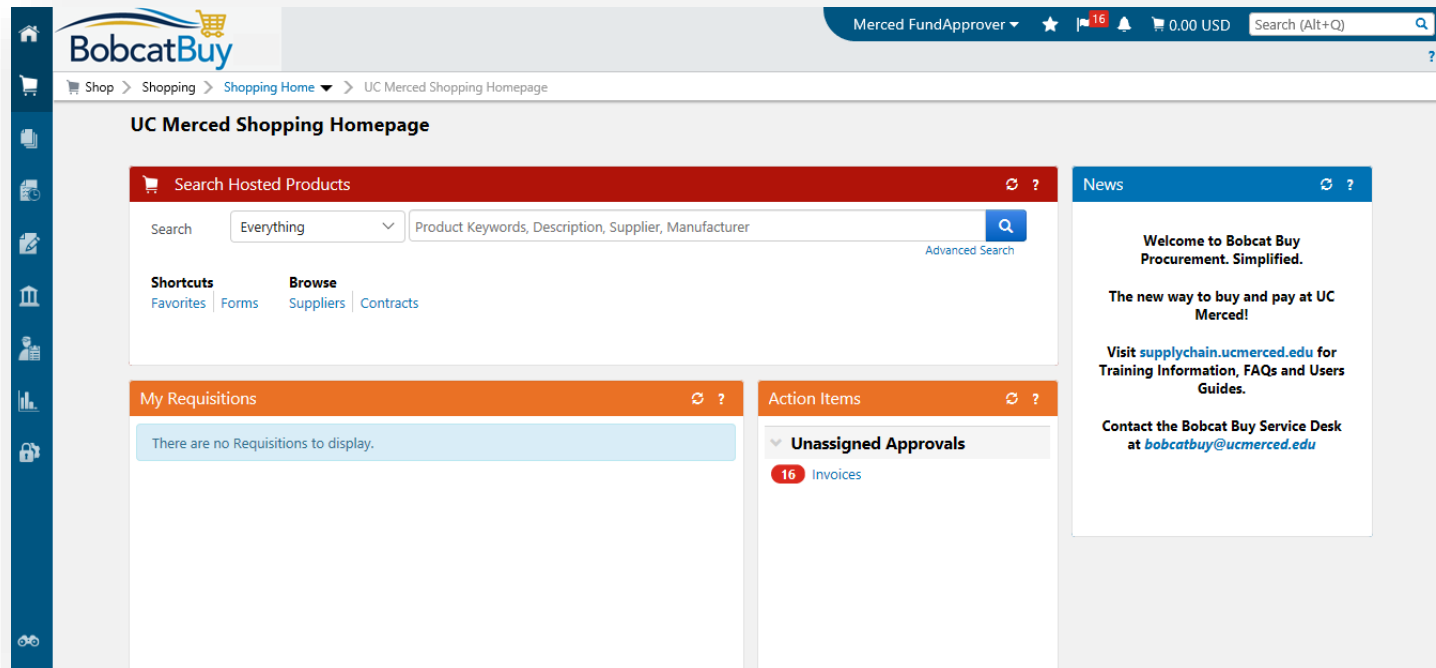
Quick Reference Guide

How To Setup Email Approval Code



To set up your 8 digit approval code:

1. From the homepage, **login**.

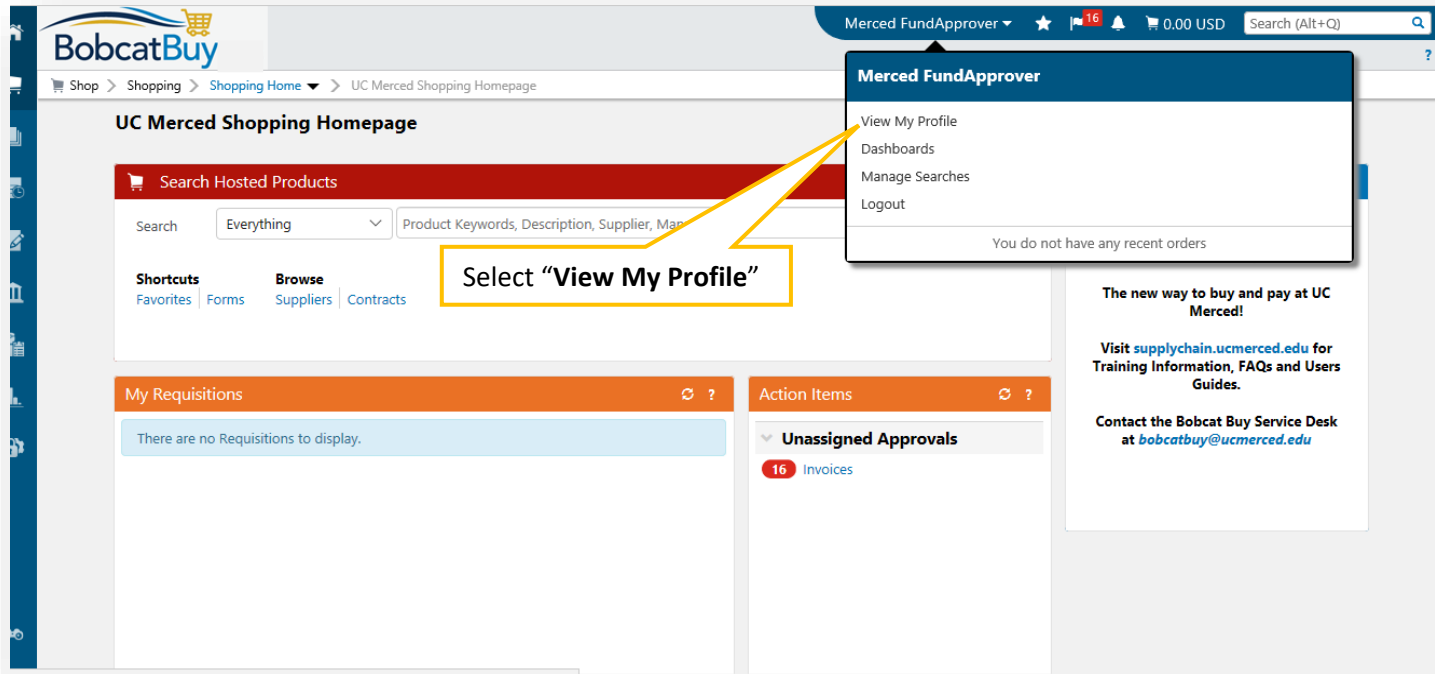


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2. Select "View My Profile"

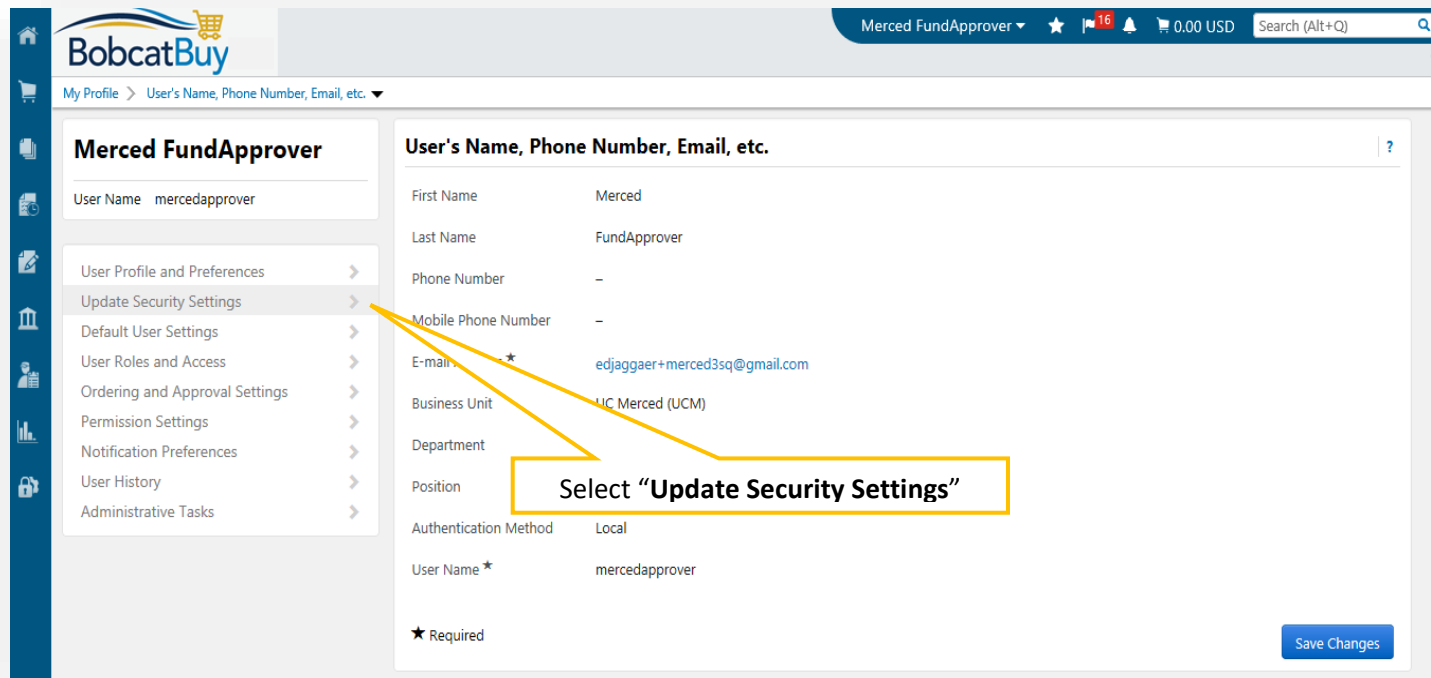


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3. Select "Update Security Settings"

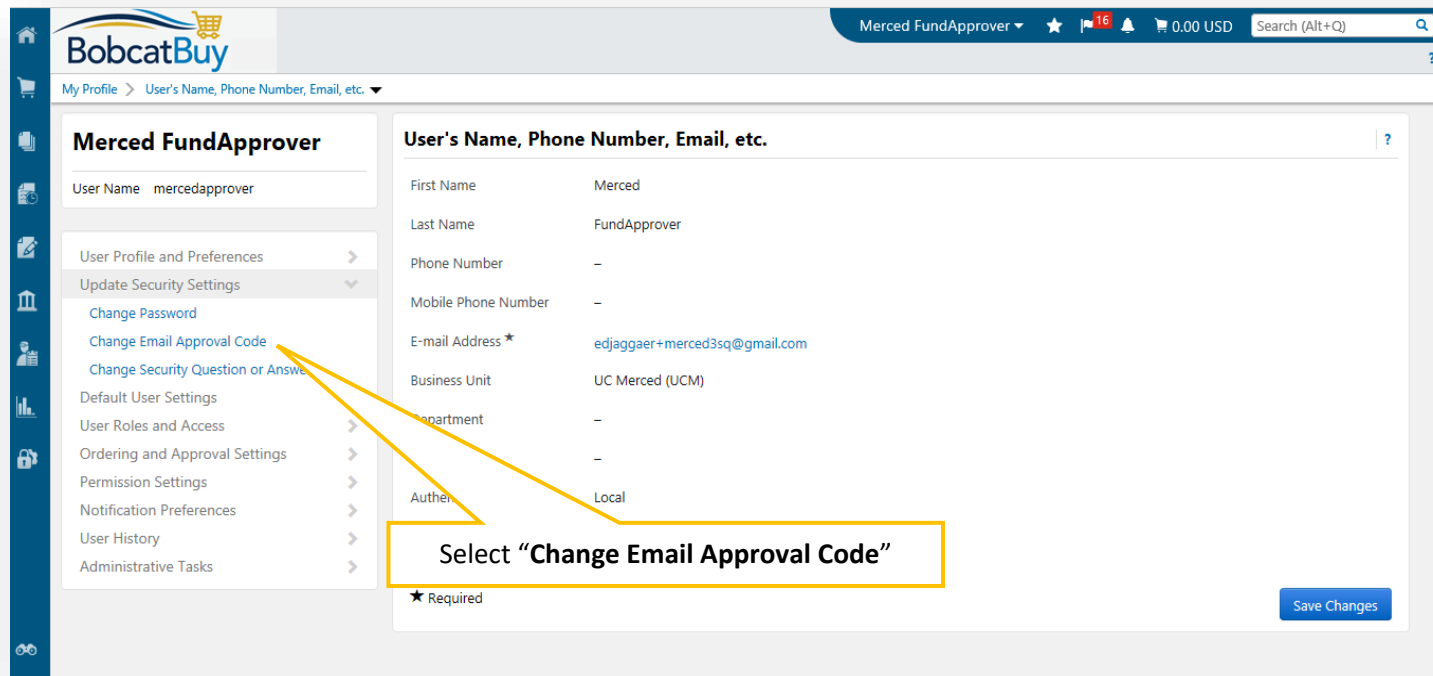


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4. Select “Change Email Approval Code”

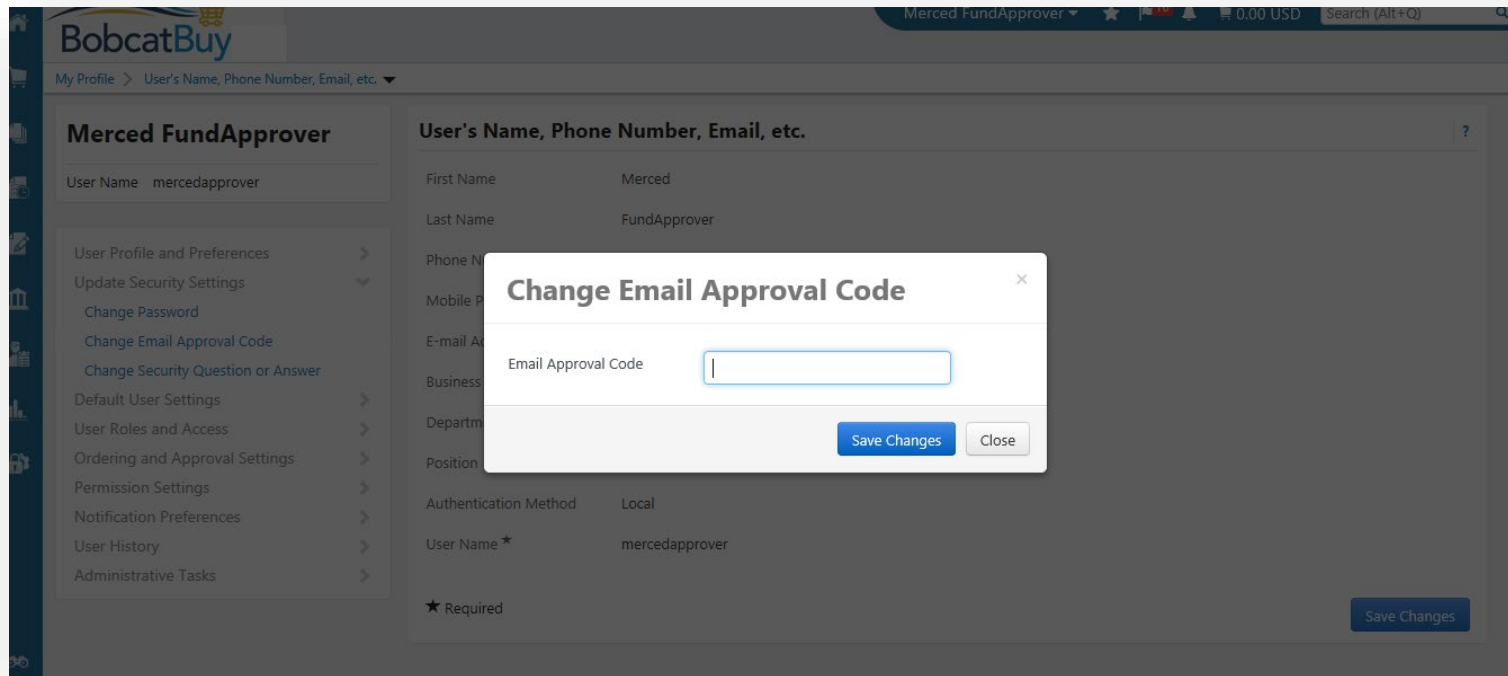


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5. The “Change Email Approval Code” screen will appear



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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”.

