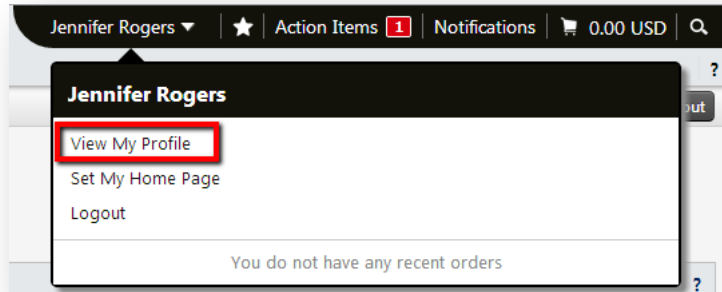




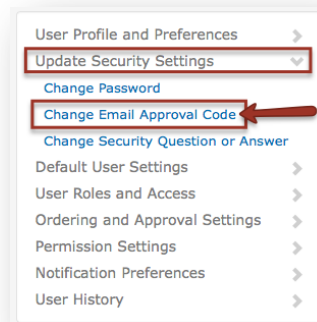
## Toolbox: Setting an Email Approval Code



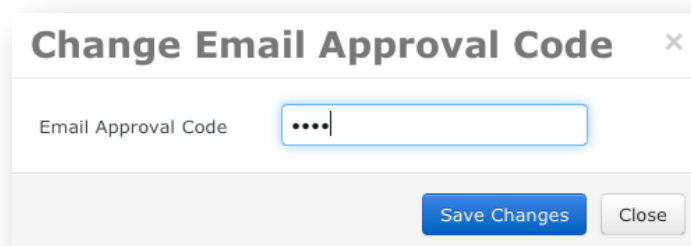
From the Deacon Depot home screen, select “View My Profile” from the drop-down arrow beside your name.



In the left side menu, click the carat symbol to the right of the ‘Update Security Settings’ link and select ‘Change Email Approval Code’.



A Change Email Approval Code dialog box will display. Type in a code of your choice that consists of at least 4 characters. It can include letters, numbers, and/or special characters, but no spaces. Click “Save Changes” to complete.



**Note:** To reset your code at any time, simply type in a new code of your choice and click save.