

Toolbox: Setting an Email Approval Code



From the Deacon Depot home screen, select "View My Profile from the drop-down arrow beside your name.	Jennifer Rogers ▼ ★ Action Items 1 Notifications ♣ 0.00 USD Q Jennifer Rogers View My Profile Set My Home Page Logout You do not have any recent orders ?
In the left side menu, click the carat symbol to the right of the 'Update Security Settings' link and select 'Change Email Approval Code'.	User Profile and Preferences Update Security Settings Change Password Change Email Approval Code Change Security Question or Answer Default User Settings User Roles and Access Ordering and Approval Settings Permission Settings Notification Preferences User History
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.	Change Email Approval Code Email Approval Code Save Changes Close