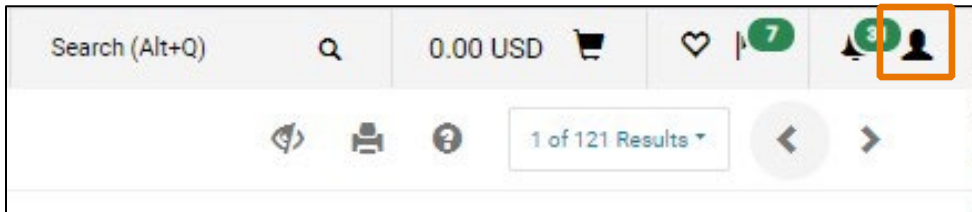


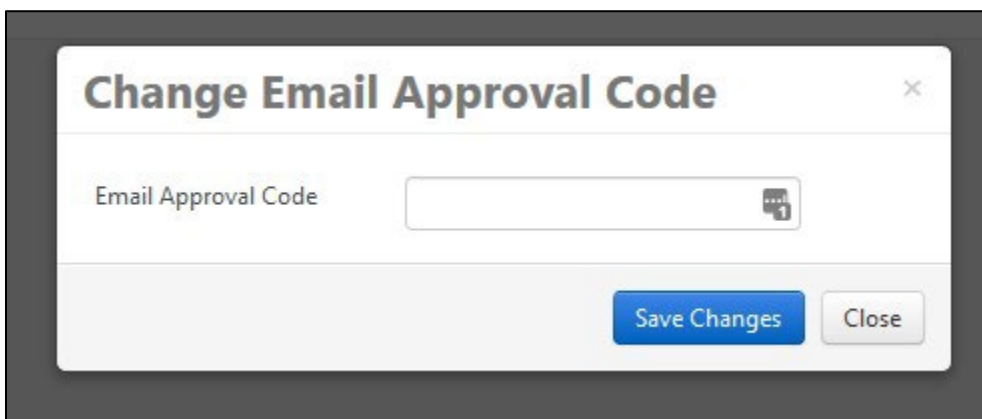
## eProcurement E-mail Approval Setup

Users can receive the document information via email and can approve the document directly from that email. In order to do so, the user must enter an email approval code. A user's email approval code is set up and managed in the user profile.

1. Access your user profile by clicking on the user icon in the upper right and go to View My Profile and Preferences > Update Security Settings>Change Email Approval Code.



2. A pop-up window displays. Enter a code in the Email Approval Code field.



3. Click Save Changes. The email approval code will be saved.