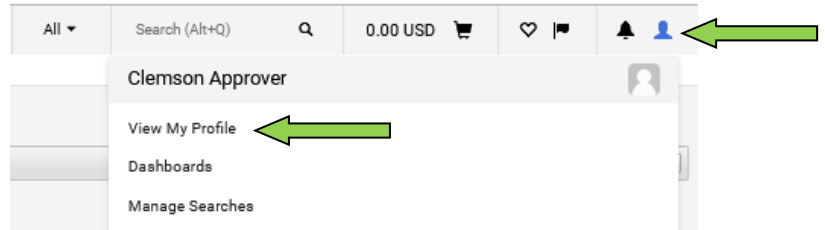


This document details the options for an approver to set up on their profile to enable them to set up:

- an approval code

**Email Approval Code Set Up:**

- Login to buyWays
- Click the person avatar in the top right
- Click View My Profile
- Click Update Security Settings
- Click Change Email Approval Code
- Enter at least 4 characters
- Click Save



Now that this is set up, next time you receive an email that a buyWays document requires approval, follow the steps in the email, enter the approval code and the approving process is complete.

