

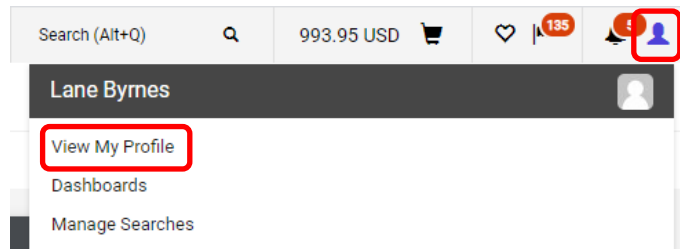
# Setup Email Approval

## Email Approvals

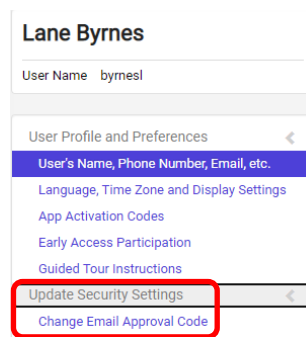
Users with an approver role have the option to setup an approval code, which allows them to take action on the approval emails they receive from the system. Approving via email bypasses the need to login to BennyBuy directly to approve.

## Setting or Changing your Email Approval Code

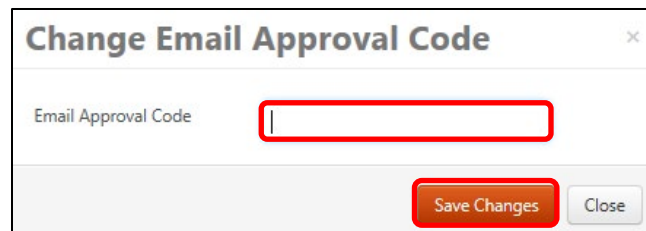
1. From the BennyBuy home page, select the user icon in the upper right hand corner and then select **View My Profile** from the drop down menu.



2. You will be directed to your BennyBuy profile. Click the **Update Security Settings** tab located on the left side panel. Select **Change Email Approval Code**.



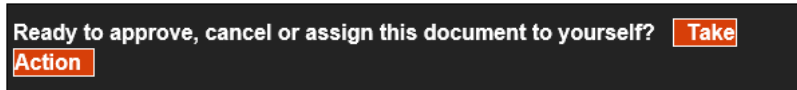
3. The **Change Email Approval Code** dialogue box will appear. Enter your desired email code into the **Email Approval Code** textbox and click **Save Changes**.



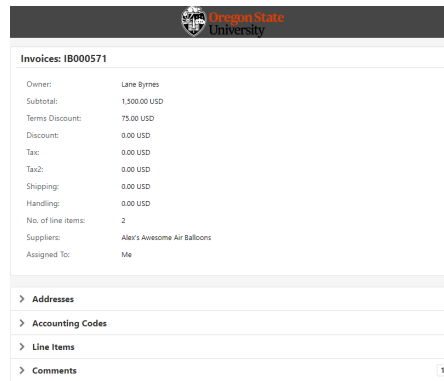
# Setup Email Approval

## Approving via Email

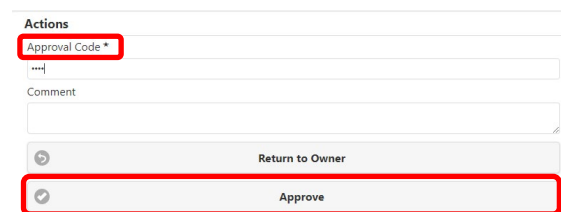
1. Once you have setup an email approval code, you will be notified of any document types requiring your attention via email. The email will provide basic information about the document, such as line items, amount, and accounting codes used. When you are ready to approve, select the **Take Action** link at the bottom of the email.



2. A new window will open in your internet browser for you to view the document in its entirety.



3. Once you have reviewed the document information, scroll down to the bottom of the page and enter your email approval code in the **Approval Code** text box. Add any additional commentary in the **Comment** field and click **Approve**.



4. A confirmation message will appear and you will return back to the document summary window.

