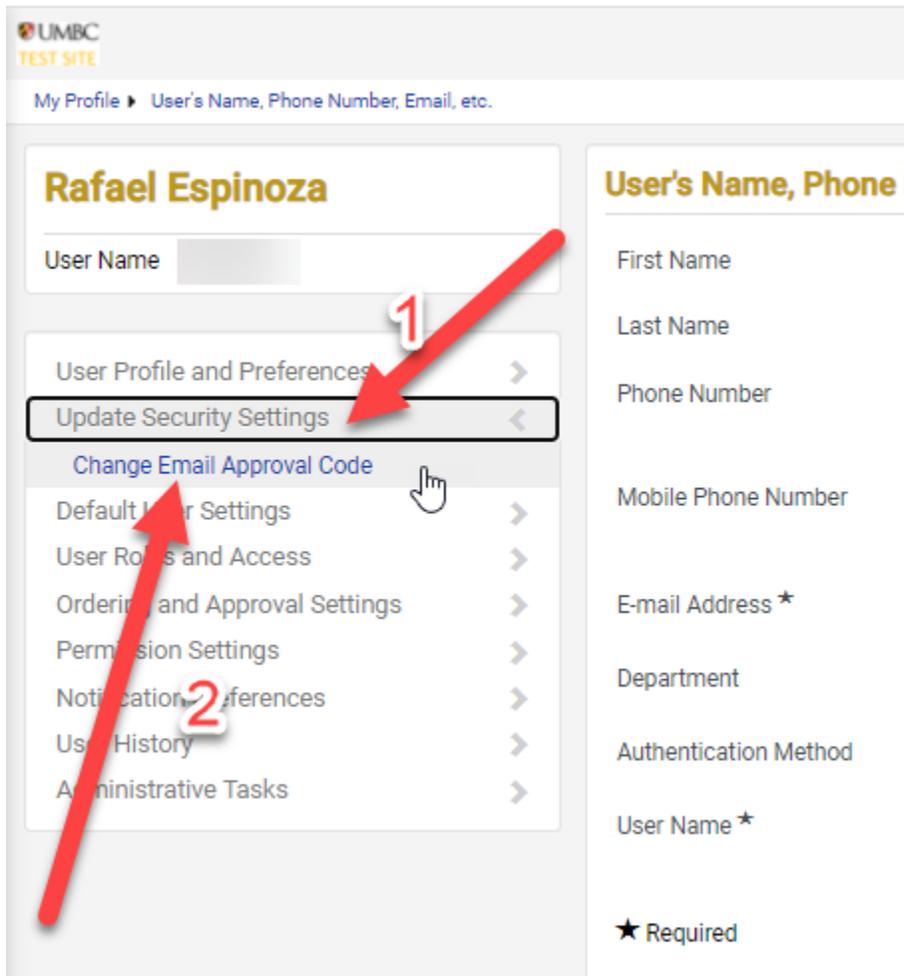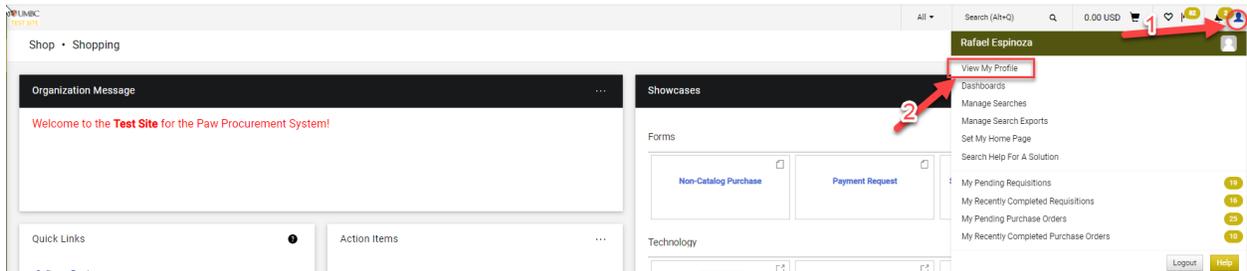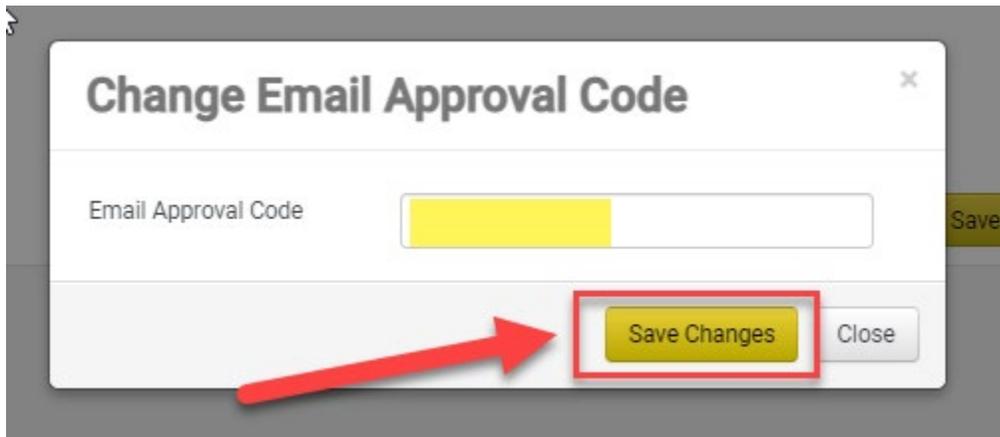# Setting Up Email Approval Code

In order to **Take Action** on approvals via email, you will first need to set up your email approval code. This is the code you will use every time you use email to approve.

First, go click your name at the top right of your screen to go to **View My Profile -> Update Security Settings -> Change Email Approval Code**.

Create and enter your own code in the space provided and click **Save Changes**. Your code must be at least four characters long and may contain letters, numbers, and special characters.

Now you will have the ability to **Take Action** via email when there is a requisition or an invoice pending your approval. You can still approve through the Paw Procurement System as well (*see Approving Requisitions*).

Form requests, including Payment Requests and Sub-Award Payments, cannot be approved through email and must be approved in PAW.