
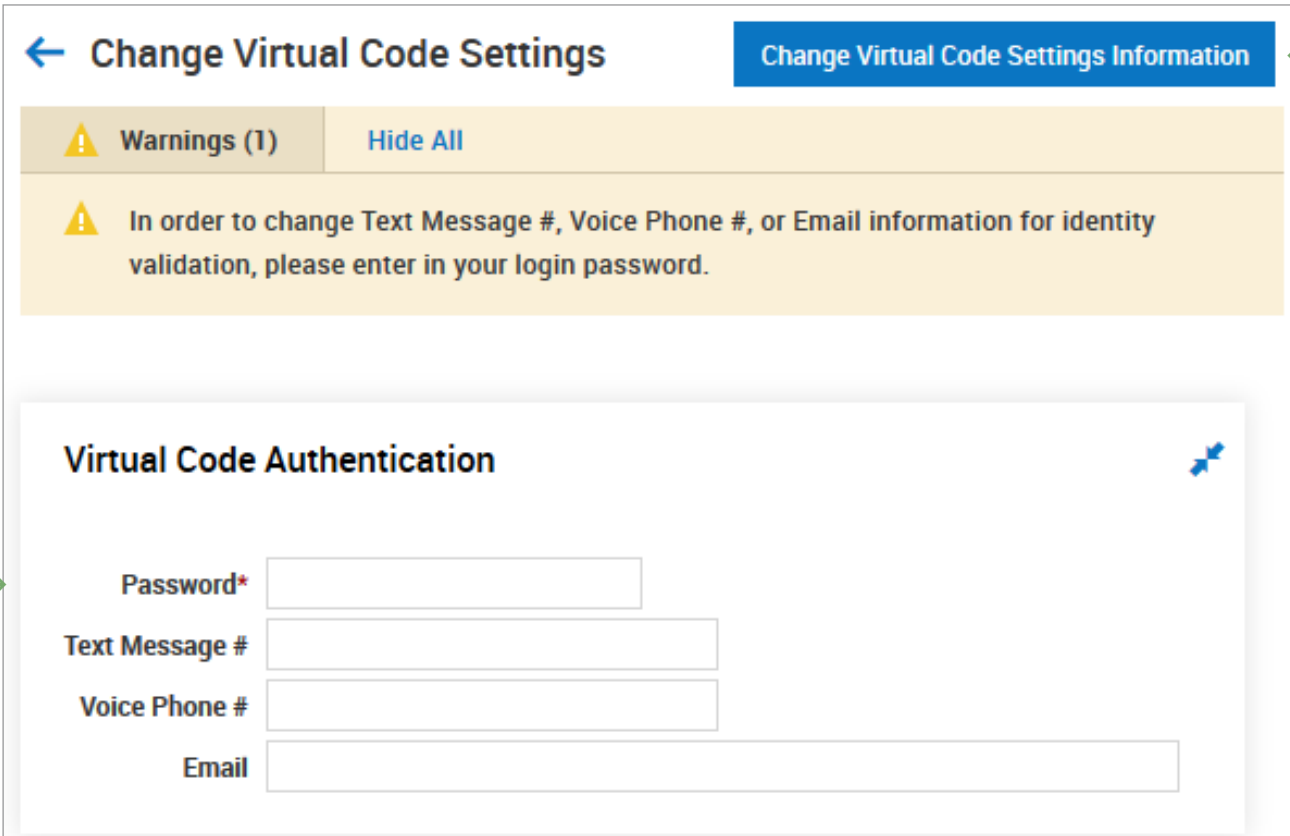


# CHANGING MY VIRTUAL CODE METHOD SETTINGS

While logging in, you may be prompted to enter a six-digit code after entering your username and password. To receive the code, you must choose a phone number or email method. This job aid explains how to change your phone and email address settings.

## Changing My Virtual Code Settings

- 1 Click **Show Menu** , click the **My Info** tab, and navigate to **My Information > My Profile > Change Virtual Code Settings**.
- 2 Enter your password.
- 3 Change or add your phone numbers and email address in the method fields.
- 4 Click **Change Virtual Code Settings Information**.



The screenshot shows the 'Change Virtual Code Settings' page. At the top left is a back arrow and the title 'Change Virtual Code Settings'. At the top right is a blue button labeled 'Change Virtual Code Settings Information' with a callout '4' pointing to it. Below the title is a yellow warning banner with a warning icon and the text: 'Warnings (1) Hide All' and 'In order to change Text Message #, Voice Phone #, or Email information for identity validation, please enter in your login password.' Below the banner is a white box titled 'Virtual Code Authentication' with a close icon. Inside this box are four input fields: 'Password\*' (with callout '2'), 'Text Message #' (with callout '3'), 'Voice Phone #' (with callout '3'), and 'Email' (with callout '3').

### Important Information

An administrator or manager may need to approve your changes before you can use them.