

# Editing personal account codes

## Manage Assigned Account Codes

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Account code:	Description:	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
1111	Family	✕

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- To add an account code, follow these steps:
  1. Enter an account code in the Account Code text box.
  2. Enter a description for the code in the Description text box.
  3. Click on Add.
  4. Click on OK.
  5. Click on Apply.
- To delete an account code, follow these steps:
  1. Click on the ✕ icon to the right of the account code.
  2. Click on OK.
  3. Click on Apply.
- Alternatively, to delete all of your account codes, follow these steps:
  1. Click on Clear List.
  2. Click on OK.
  3. Click on Apply.

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