CHROMERIVER EXPENSE

A Delegate is someone who has full access to your account and may assist with preparing reports.

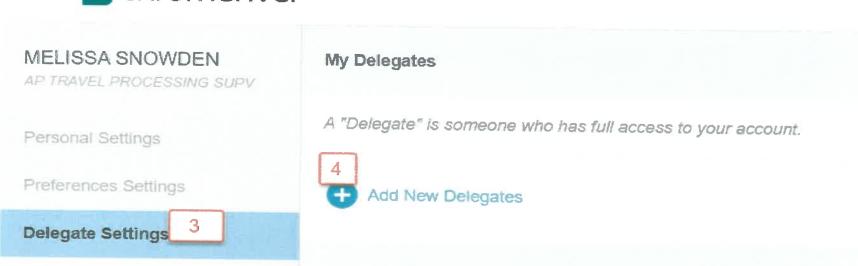
Expense Owners must assign their own Delegates.

Steps to assign a Delegate:

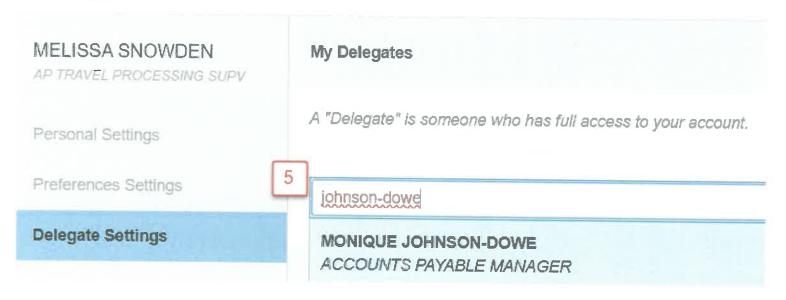
- 1. Click on the drop-down arrow to right of the Expense Owner's name
- 2. Click on Account Settings
- 3. Click on Delegate Settings
- 4. Click on Add New Delegates
- 5. Type the name of the person to select and assign as a Delegate











An assigned Delegate can access another user's account to input preapproval requests and expense reports.

Steps for an assigned Delegate to access another user's account:

- 1. Click on the drop-down arrow to right of the Expense Owner's name
- 2. Click on Select Another User
- 3. Type in the name of the person to select the user's account
- 4. The Expense Owner's name will be displayed in the upper right once the account is accessed



