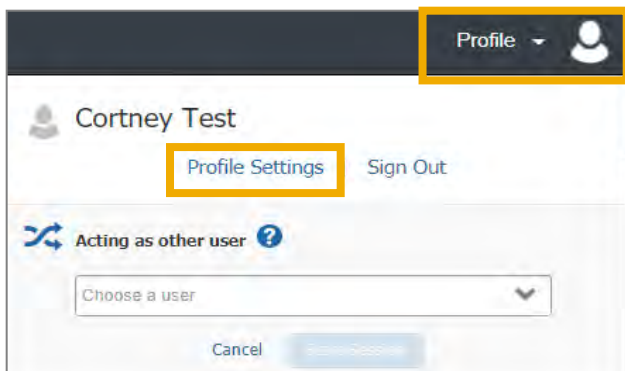


What is a Personal Delegate?

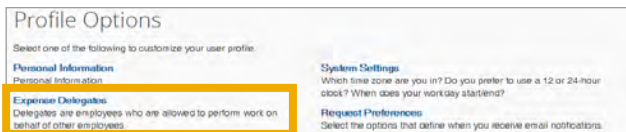
A Personal Delegate can assist in preparing Requests and Expense Reports on your behalf. Additional permissions may include the ability to view receipt images and/or receive copies of emails. From your Profile, you can add and manage your Delegates.

1. Click the **Profile** link.
2. Click the **Profile Settings** link.



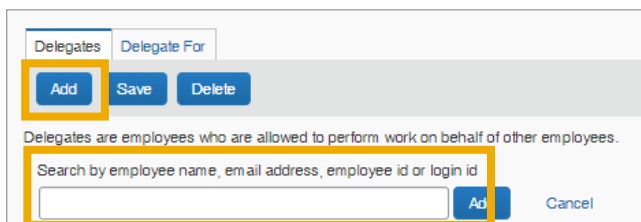
Result: You will be directed to the Profile Options page.

3. Click the **Expense Delegates** link.



Note: Delegates may also be assigned through the Request Delegates link. Regardless of the link chosen, Delegates have access to both systems.

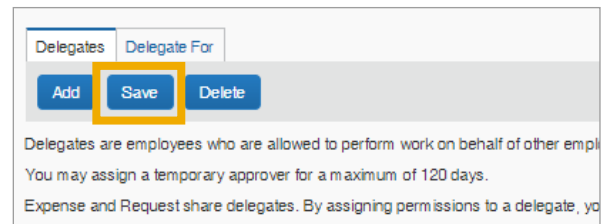
4. Click the **Add** button, then search for the employee you want to assign as a Delegate.



5. Click on the employee you wish to add as a Delegate.
6. Select the tasks you want to Delegate or perform on your behalf.



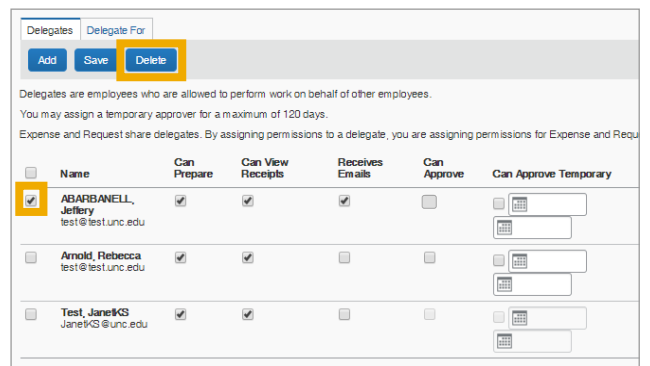
7. Click the **Save** button.



Deleting a Delegate

To delete a Delegate follow steps 1 to 3, then complete the following steps:

1. Check the box beside the employee you want to remove as a Delegate.
2. Click the **Delete** button.
3. Click the **OK** button on the pop-up message that will appear.



Result: The system will delete the Delegate you selected.