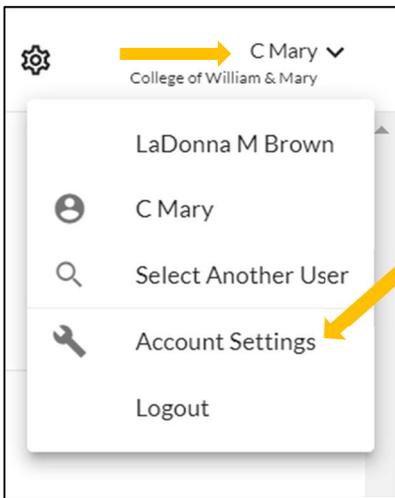


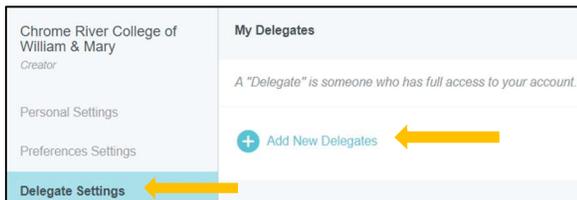
## CHROME RIVER QUICK GUIDE: ADDING AND REMOVING A DELEGATE

If you would like to provide another user access to your account to create reports on your behalf, you will need to add them as a delegate. Giving another user access to your account will allow them to access your Home Screen and Settings. They will be able to create and review your Pre-Approvals and Expense Reports.

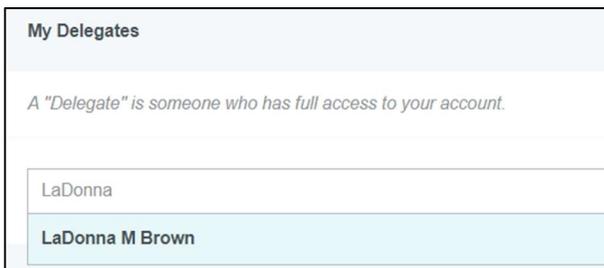
1. From the Chrome River Home Screen, Click on the **User Name** in the upper right-hand corner (this is usually your name). Select **Account Settings** from the drop-down menu.



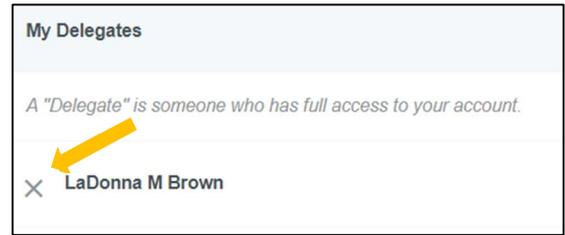
2. In the Settings Menu, Select **Delegate Settings** and Click **Add New Delegate**.



3. Type in the user's name and it will appear in the dropdown menu. Click on his/her name to add the person as a delegate.

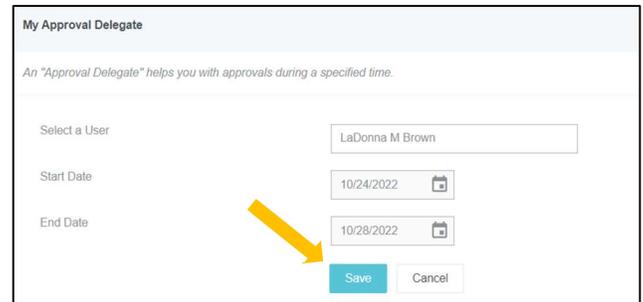


4. The delegate has now been assigned and is listed under **MY DELEGATES**. You may remove delegate access at any point by clicking the **X** next to the delegate's name.



If you would like to provide another user Approval access to your account during an absence or vacation, you need to add them as an Approval/Vacation Delegate. Approval delegates require a timeframe for delegated approval, as this should only be a temporary request.

5. The same process as a delegate, Click **Add New Delegate**. Type in the user's name it will appear in the dropdown menu. Click on his/her name to add the person as an Approval delegate. Include the Start and End Dates of the approval time period. Click **Save**.



6. You may remove the delegate access by clicking the **X** next to the delegate's name.

