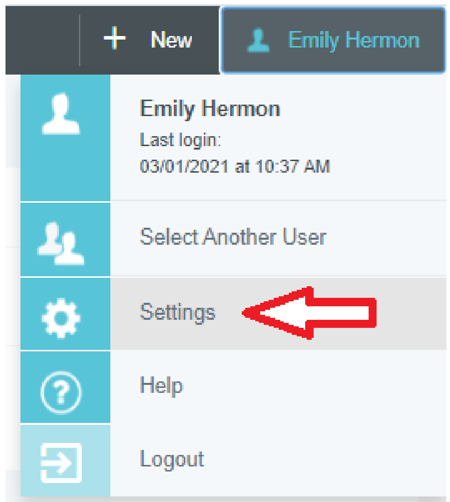
Adding a Delegate Help Guide

Chrome River offers two types of delegation, which allow users to create or approve expense reports for each other.

- **Delegate**: Create expense reports and pre-approvals for another user and access their Settings menu, Home screen, and Inquiry Reports. Receive copies of email notifications regarding the rejection or adjustment of reports created for the user.
- **Approval Delegate**: Approve expenses and pre-approvals for another user.

To Add a **Delegate** or **Approval Delegate**:

1. Within Chrome River, click on your name in the upper right corner and then select **Settings**.



2. Select **Delegate Settings** and then click the blue **Add New Delegate(s)** link under either **Delegate** or **Approval Delegate** and then enter the name of the delegate who you would like to add. Note: You may add multiple **Delegates** but only one **Approval Delegate**.