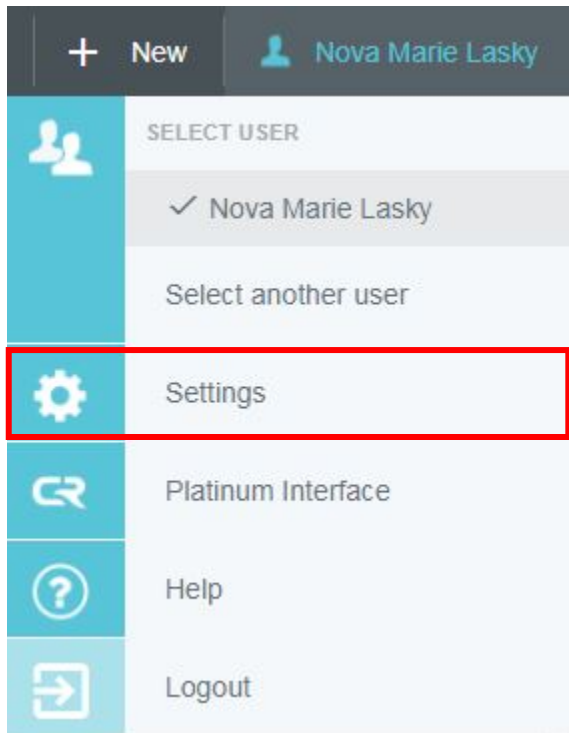


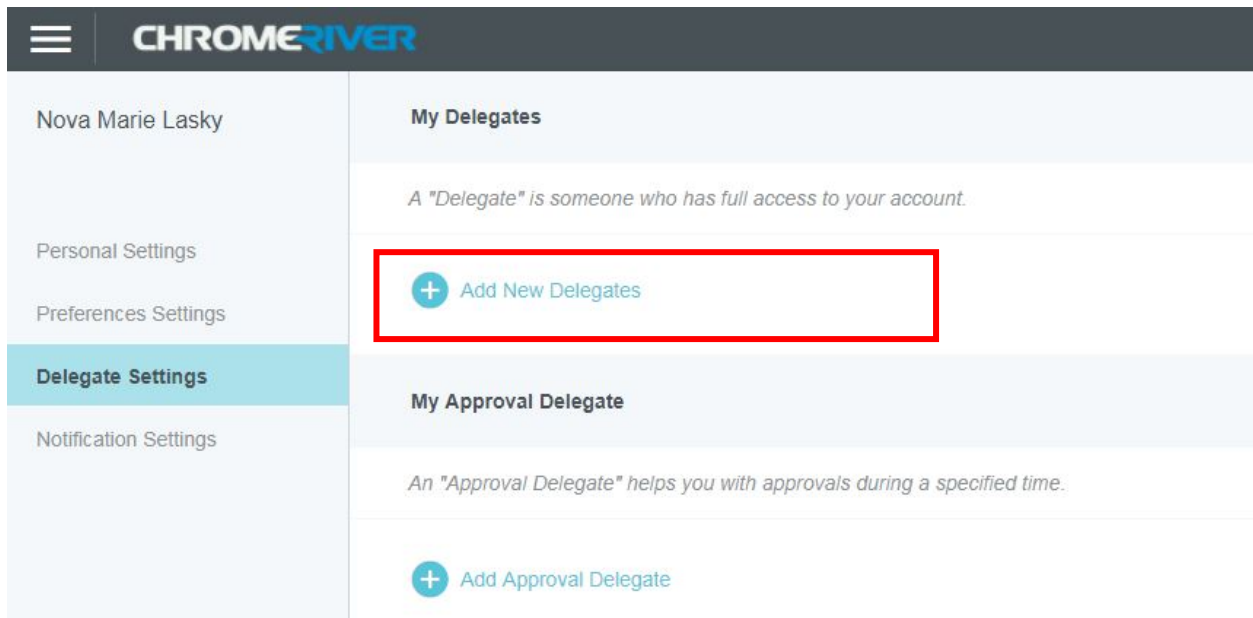
How to assign a delegate in Chrome River

A **delegate** can create expense reports for another user and access his or her Settings menu, Home screen, and Inquiry Reports. The delegate will receive copies of any email notifications regarding rejection or adjustment of reports created for the user. However, the delegate will not be able to approve expenses that are routed to the user.

To authorize another user to work as your delegate, tap your name in the upper right corner, then tap **Settings**.



Tap **Delegate Settings**, than tap **Add New Delegates**.



Start entering the user's name, then select the correct name from the drop down list of potential delegates.

The screenshot shows the Chrome River user interface. At the top, there is a dark header with the Chrome River logo. Below the header is a light blue sidebar with navigation links: 'Nova Marie Lasky', 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted in a darker blue), and 'Notification Settings'. The main content area is titled 'My Delegates' and includes a sub-header 'My Delegates' and a descriptive text: 'A "Delegate" is someone who has full access to your account.' Below this is a search input field containing the text 'Ann Gree'. A dropdown menu is open below the input field, showing a list of suggestions, with 'Ann Elaine Greer' selected. Below the dropdown is another section titled 'My Approval Delegate' with a sub-header 'My Approval Delegate' and a descriptive text: 'An "Approval Delegate" helps you with approvals during a specified time.'

This user will now be able to select you from his or her own delegation list and create expenses on your behalf.