

## Authorize a User to Work for You

1. To add a user who is allowed to work as your delegate, tap your name in the upper right corner, then tap **SETTINGS**.



2. Tap **DELEGATE SETTINGS**, then tap **ADD NEW DELEGATES**.

		/ER	+ New	上 Jack Jensen
	Jack Jensen	My Delegates		^
		A "Delegate" is someone who has full access to your account.		
	Personal Settings	× Carol Harouff		
1	Preferences Settings	× Patricia Marbury		
	Notification Settings	Add New Delegates		
		My Approval Delegate		
		An "Approval Delegate" helps you with approvals during a specified time.		
		Add Approval Delegate		

3. Click in the box, and then drag the slider to scroll through the list of potential delegates or start entering the user's name to jump down the list.

My Delegates						
A "Delegate" is someone who has full access to your account.						
×	Carol Harouff					
×	X Patricia Marbury					
			Cancel			
	A Caulfield	^				
My Appr	A Harrison					
4.0.14	A Parkany					
Ап "Аррі	A Seaman	~				

Once selected, that user will be able to select you from his or her own delegation list and create expenses on your behalf.