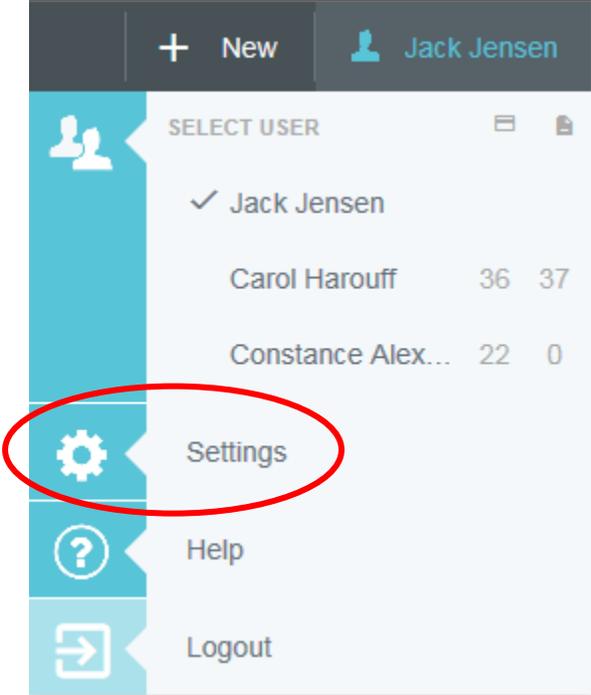
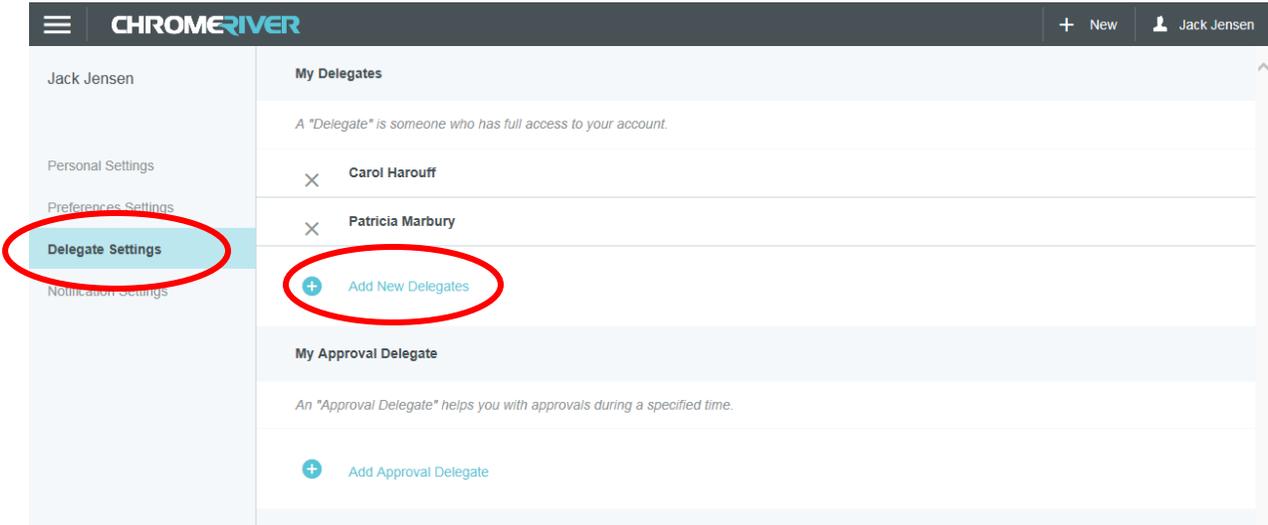


# Authorize a User to Work for You

- 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**.



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.*

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✕ **Carol Harouff**

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✕ **Patricia Marbury**

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|

**A Caulfield** ^

**My Appr** **A Harrison**

**A Parkany**

*An "Appr* **A Seaman** v

Cancel

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