# Managing Delegates in Chrome River

Adding a delegate to your Chrome River profile allows them to arrange and reconcile expenses on your behalf. Chrome River Delegates create expense reports, reconcile expenses, and request reimbursements on behalf of expense owners. Delegates have full access to the expense owner's Chrome River account and can be added and removed easily.

## Contents

## Add a Delegate

Establish another user as your delegate by logging into Chrome River, clicking **your name** in the upper right corner and selecting **Settings**.
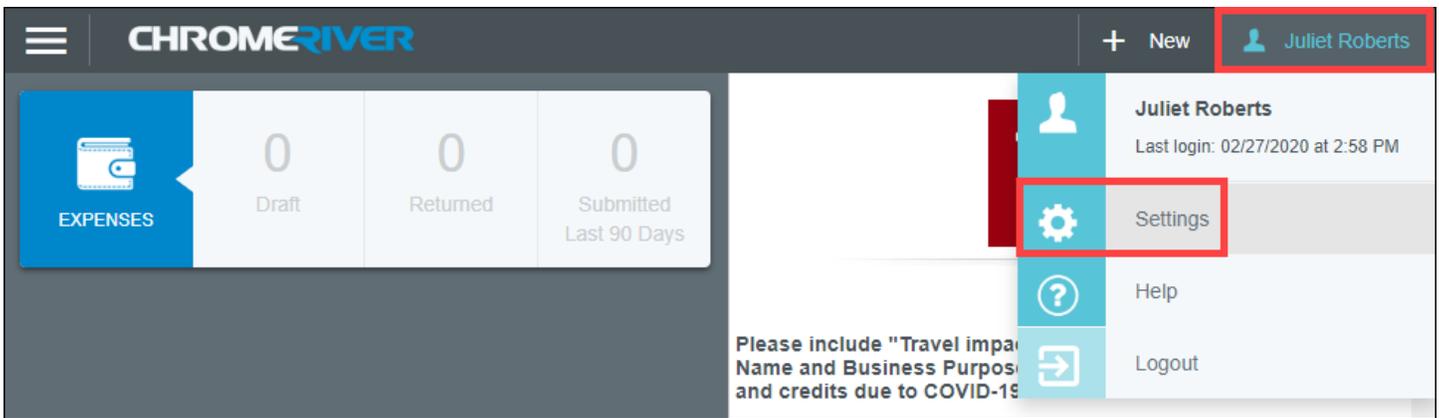


Within the Settings menu, click on the **Delegate Settings** tab and select **Add New Delegates**.
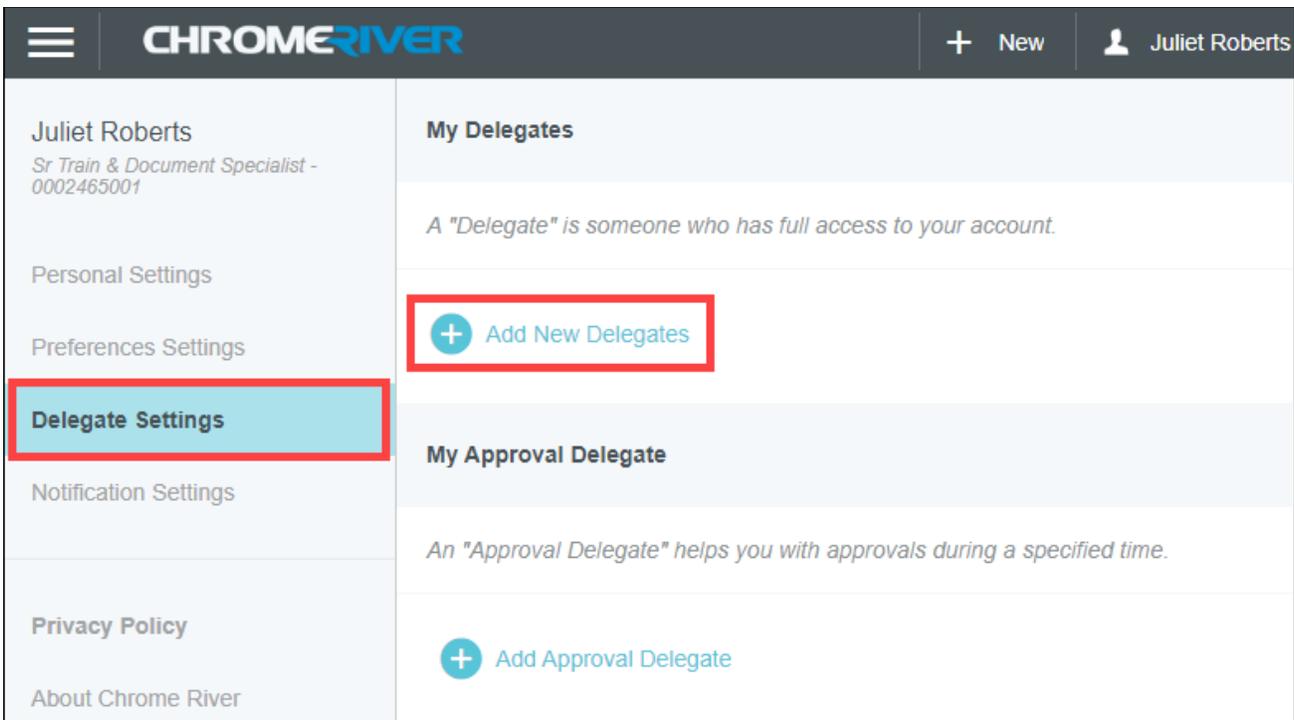
In the search box, enter the **university ID (UID#),** also known as the employee ID number, of the Delegate to add. If you don't know the UID#, search using their name. It is not possible to search for delegates by username.

If the search yields multiple results, be sure to select the one that matches the position description of the delegate for which you are looking.
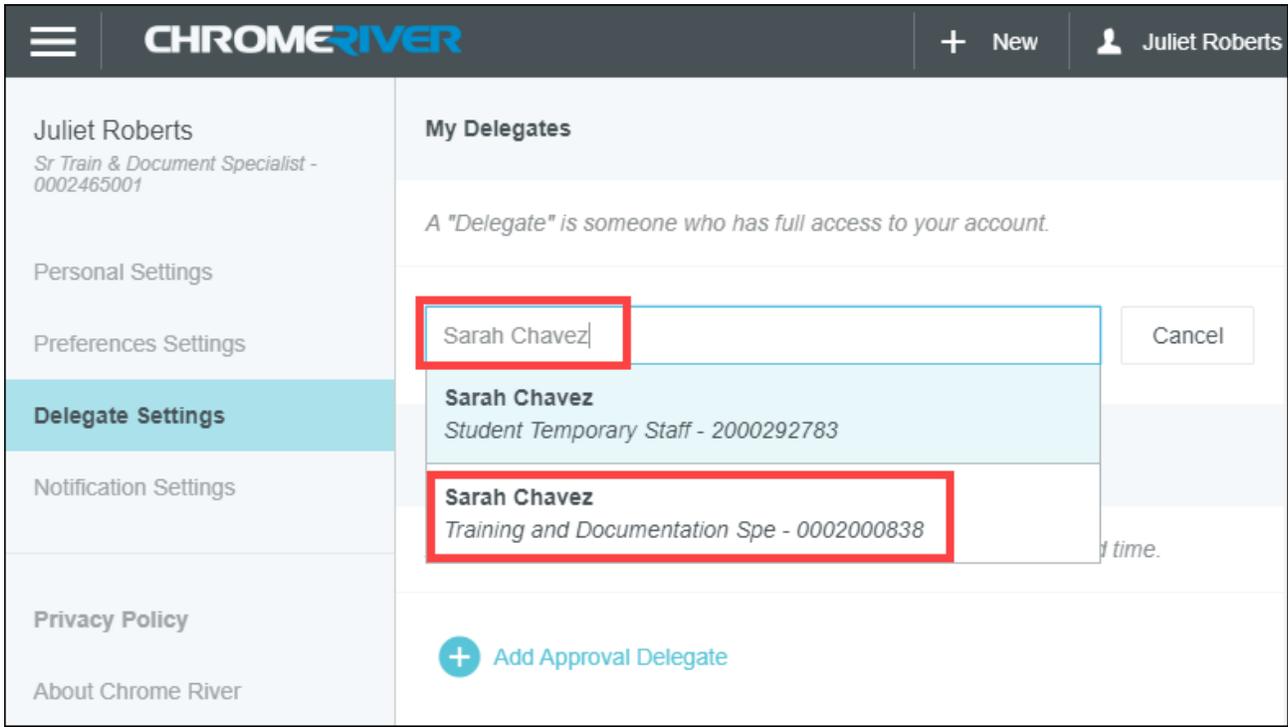


After selecting the correct delegate, their name appears under "My Delegates."
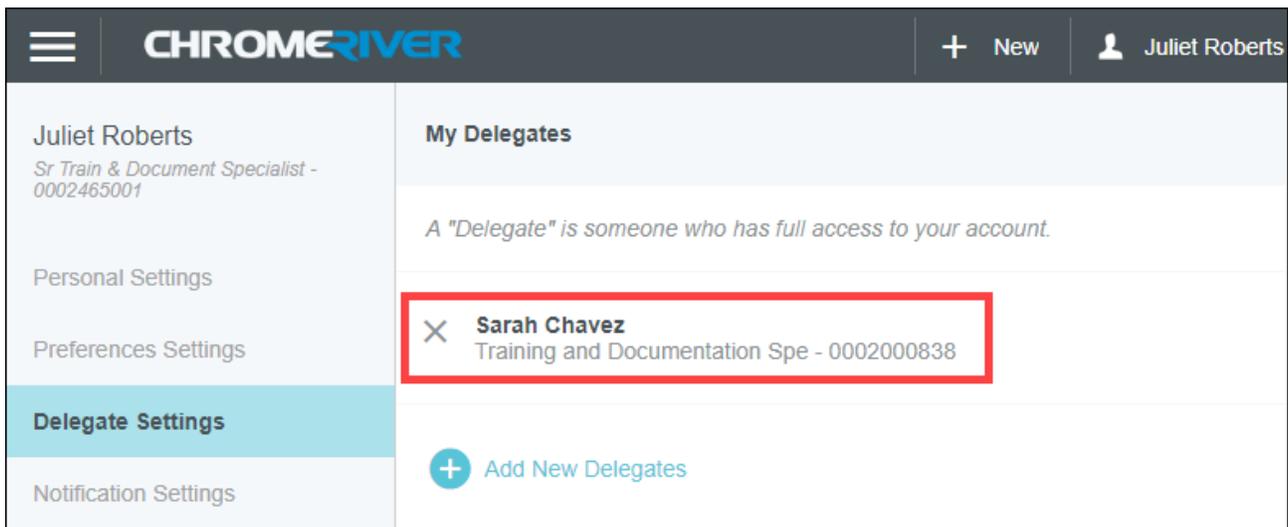


In the example above, Sarah Chavez has been added as a delegate for Juliet Roberts. Sarah can now access Juliet's Chrome River account and complete tasks on her behalf.

## Remove a Delegate

Delete a delegate by logging into Chrome River, clicking **your name** in the upper right corner and selecting **Settings**.
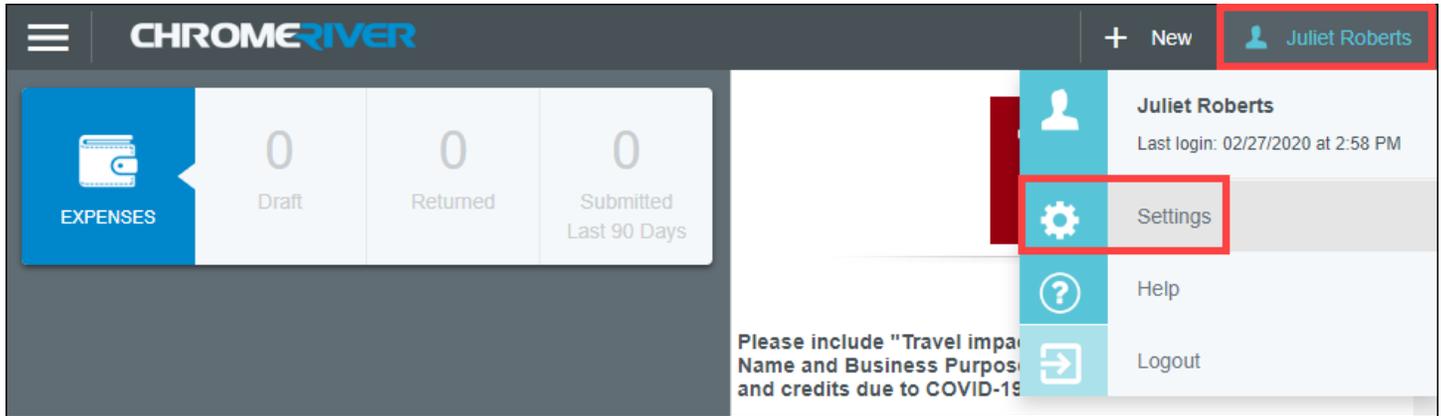


Within the Settings menu, click on the **Delegate Settings** tab. Delete the delegate by clicking the **"X"** next to their name.
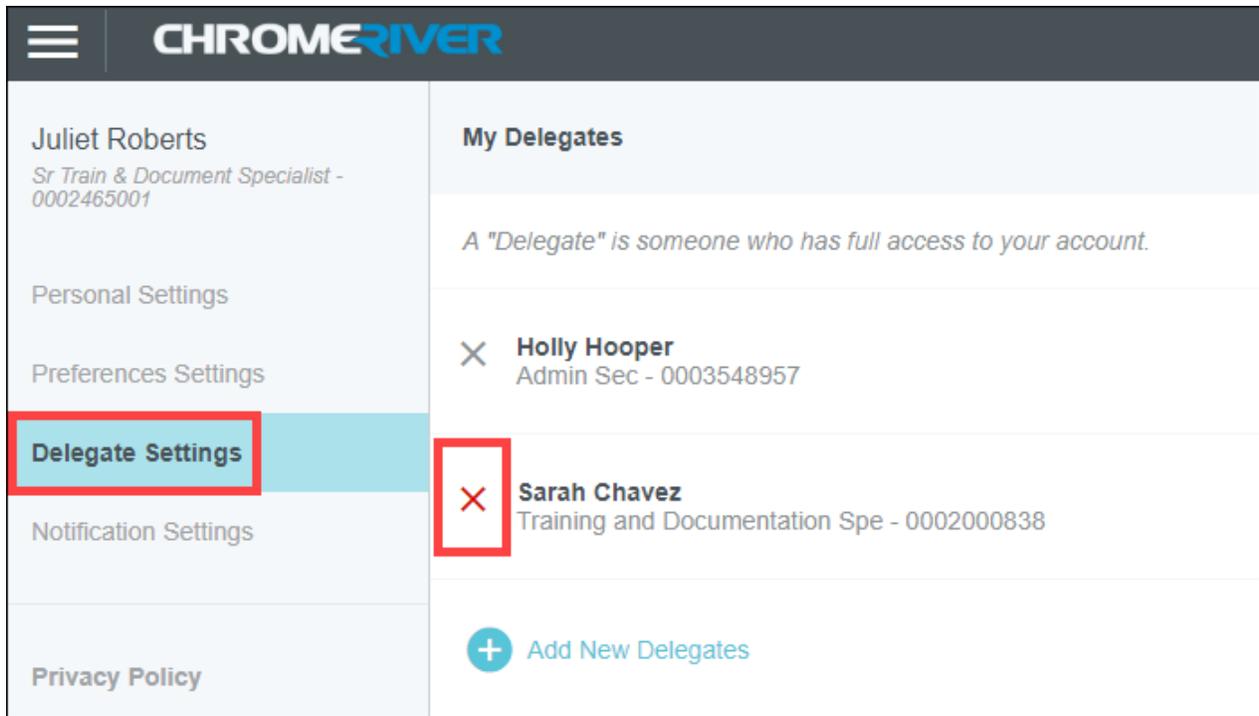


In the example above, Sarah Chavez will be deleted as a delegate for this user and Holly Hooper will remain unaffected. Alternatively, the delegate can delete themselves by logging into the user's profile and following the same steps.