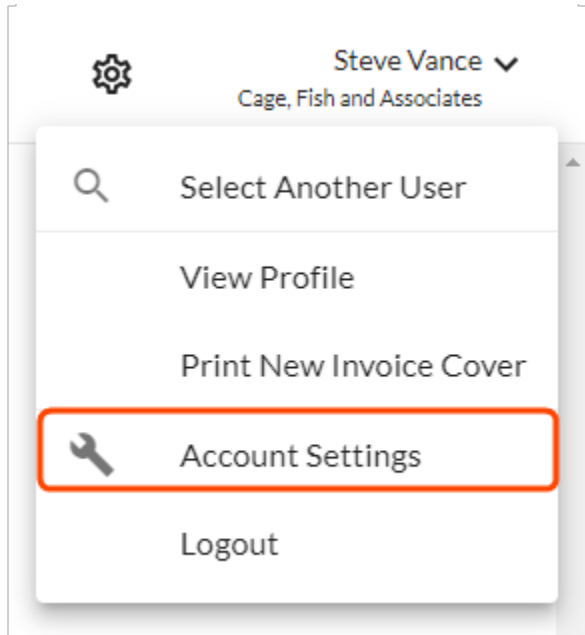
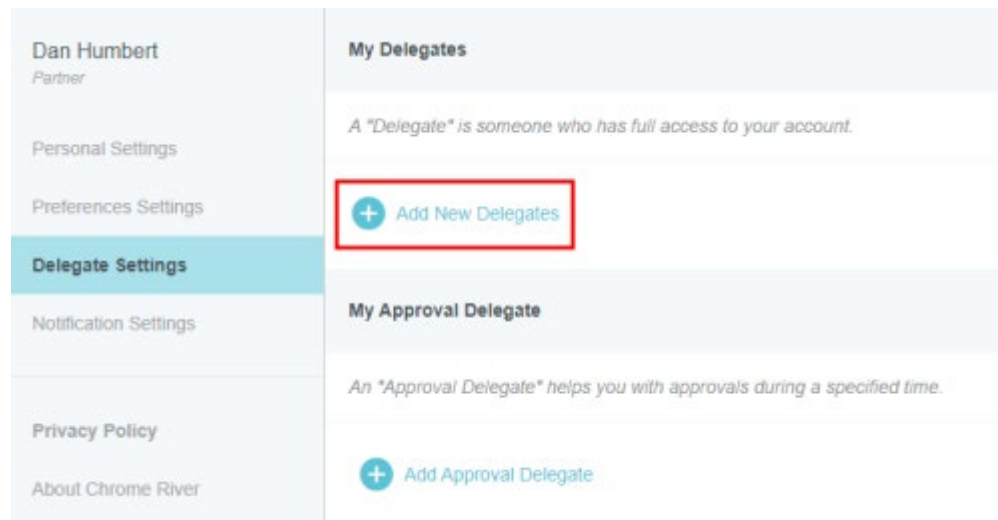


Authorize a User to Work for You

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



Click **DELEGATE SETTINGS**, then click **ADD NEW DELEGATES**.



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.

Aaron Kang Partner	<input type="button" value="Cancel"/>
Abby Laughter Partner	
Abe Boss President	
Adam Baker Director	
Adan Mabery Partner	

Now, the user you selected will be able to select you from their own delegation list and create expenses on your behalf.

My Delegates

A "Delegate" is someone who has full access to your account.

✕ **Alan Rich**
Associate

[+ Add New Delegates](#)

Remove a Delegate

To revoke a user's ability to act as your delegate, click the X next to their name in the My Delegates list.

My Delegates

A "Delegate" is someone who has full access to your account.

- ✕ **Alan Rich**
Associate
- ✕ **Steve Vance**
Partner

Approval Delegation

If you need to have another user temporarily approve expenses on your behalf—e.g., while you are on vacation—click your name in the upper right corner, then click **ACCOUNT SETTINGS**. In Delegate Settings, under My Approval Delegate, click **+ADD APPROVAL DELEGATE**.

☰ **chromeriver** ⓘ ⚙ Dan Humbert ▾
Crane, Poole & Schmidt

Dan Humbert
Partner

- Personal Settings
- Preferences Settings
- Delegate Settings**
- Notification Settings

Privacy Policy
About Chrome River

My Delegates

A "Delegate" is someone who has full access to your account.

- ✕ **Alan Rich**
Associate
- ✕ **Steve Vance**
Partner

+ Add New Delegates

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

+ Add Approval Delegate

You will be able to choose the approval delegate from a searchable list and set the Start and End dates for the authorization to approve expenses on your behalf. Although the list contains everyone, your organization's rules may trigger an error message if you select someone who is not authorized to be your delegate.

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

Select a User

Steve Vance

Start Date

10/12/2022



End Date

10/14/2022



Save

Cancel

The delegate's name will appear with the range of dates during which they may approve expenses on your behalf.

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.



Steve Vance(10/12/2022-10/14/2022)
Partner



Emburse Enterprise will send an email to the approval delegate describing the routing changes that will occur during this period. All expenses, pre-approvals and/or invoices assigned to you will automatically queue up for the delegate to approve. Regular approval emails will also be sent to the delegate.

When the approval delegate matches the report creator, approval is implied and no approval email is sent.