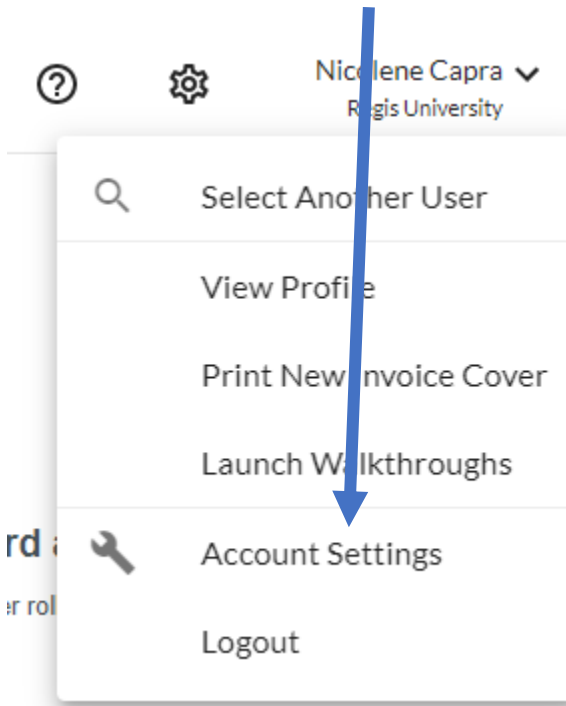
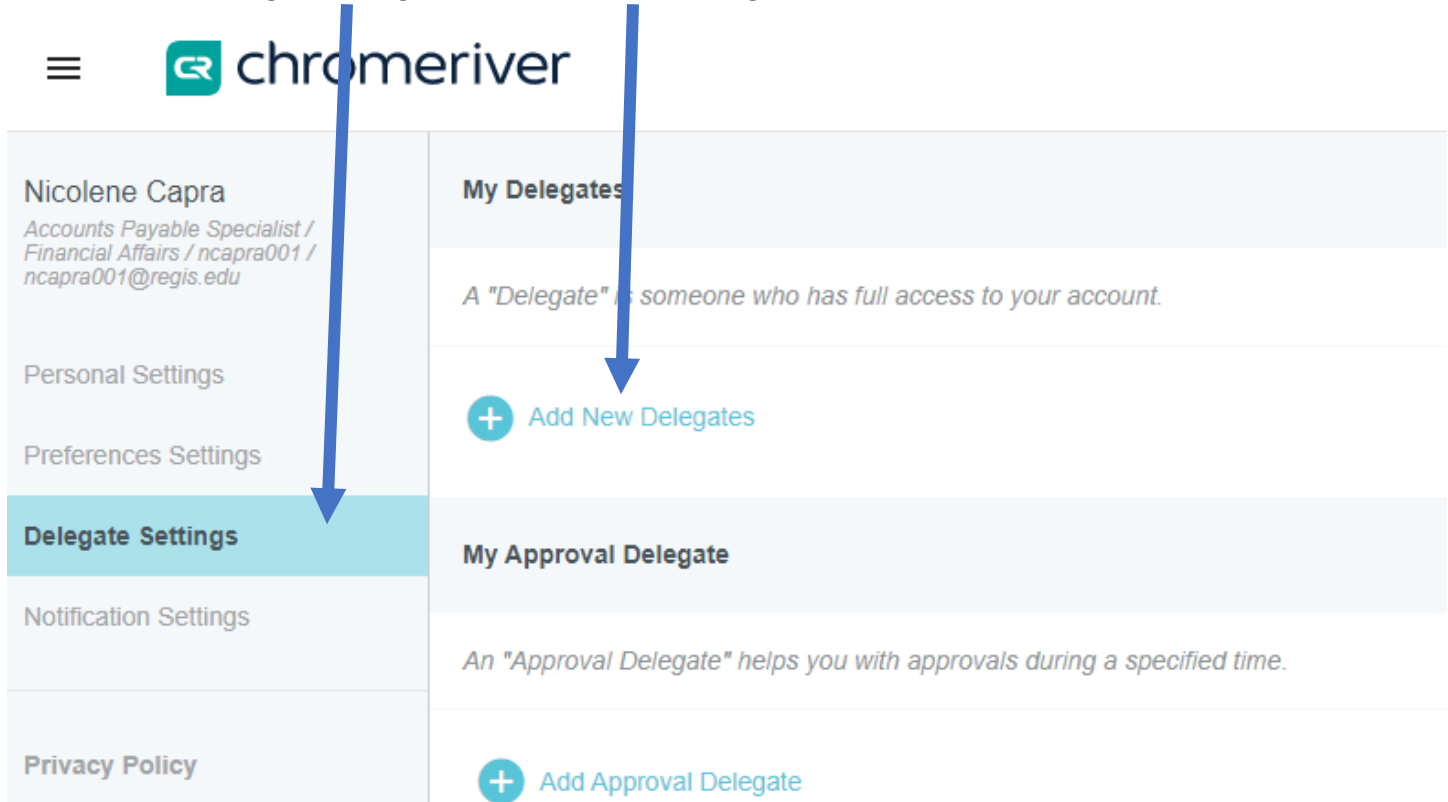


## Chrome River – Assigning a delegate

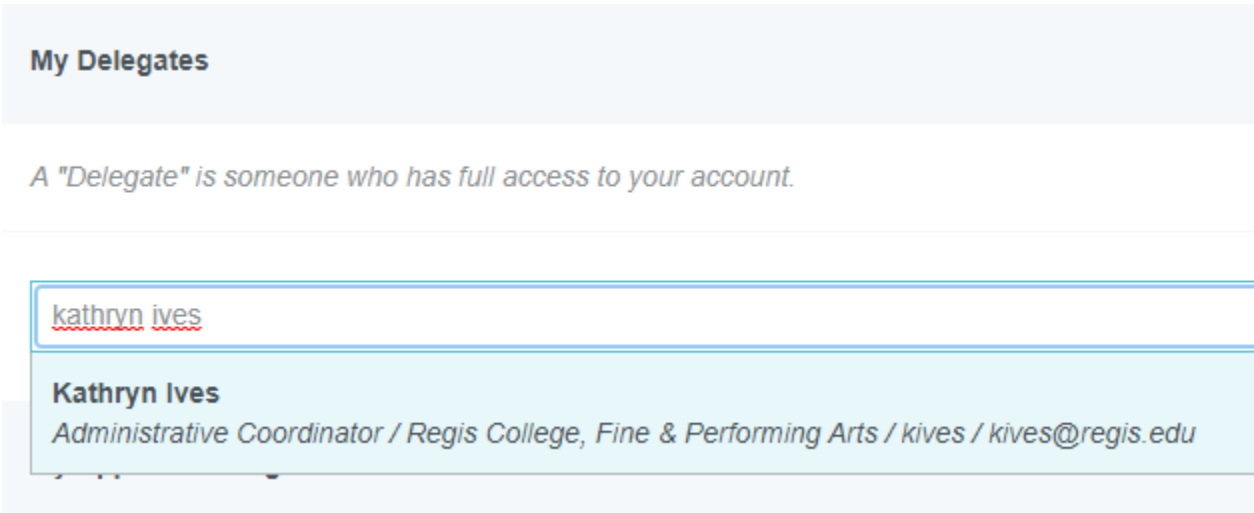
1. Go into the Chrome River account of the person whom you would like to be a delegate for (they will have to log in for you at this point, or have them follow these instructions) and click on their name in the upper right-hand corner and select **'Account Settings'**:



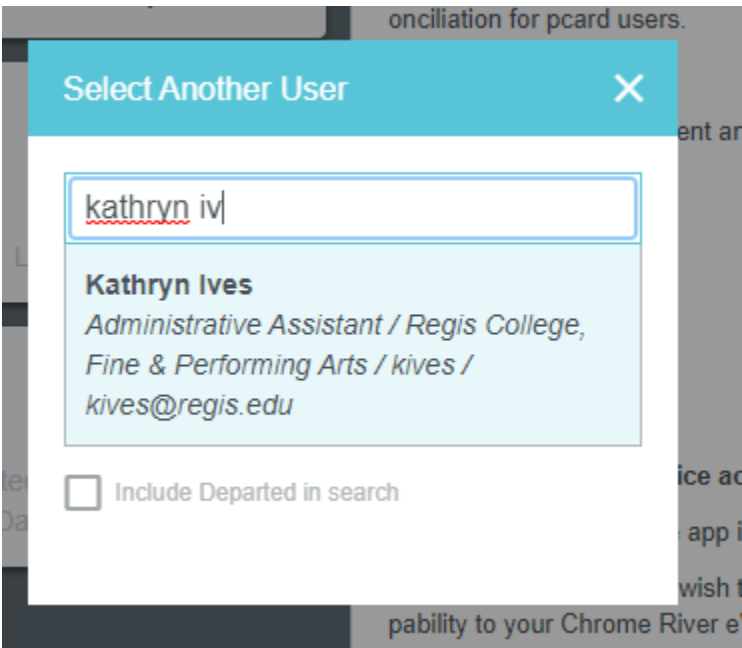
2. Click on **'Delegate Settings'** and select **'Add New Delegates'**:



3. Type in your name in the delegate settings:



4. Once you have done this, you will be able to access their account from your Chrome River Dashboard by going here and choosing **'Select Another User'**. You will then type in the user name you are looking for:



Select their name and you will be in their account. Please keep in mind, that even if you put in the expenses for this individual, they will still have to approve it through Chrome River, to make sure that all entered expenses are correct.