If you would like to provide another user access to your account to create reports on your behalf, you will need to add them as a delegate. Giving another user access to your account will allow them to access your Home Screen and Settings. They will be able to create and review your Pre-Approvals and Expense Reports.

1. From the Chrome River Home Screen, Click on the **User Name** in the upper right-hand corner (this is usually your name). Select **Account Settings** from the drop-down menu.

2. In the Settings Menu, Select **Delegate Settings** and Click **Add New Delegate**.

3. Type in the user’s name and it will appear in the dropdown menu. Click on his/her name to add the person as a delegate.

4. The delegate has now been assigned and is listed under **MY DELEGATES**. You may remove delegate access at any point by clicking the **X** next to the delegate’s name.

   ![Delegate List](image1)

   *Note: The list includes the delegate’s name, LaDonna M Brown.*

If you would like to provide another user Approval access to your account during an absence or vacation, you need to add them as an Approval/Vacation Delegate. Approval delegates require a timeframe for delegated approval, as this should only be a temporary request.

5. The same process as a delegate, Click **Add New Delegate**. Type in the user’s name it will appear in the dropdown menu. Click on his/her name to add the person as an Approval delegate. Include the Start and End Dates of the approval time period. Click **Save**.

   ![Approval Delegate](image2)

   *Note: The approval delegate includes a timeframe of 10/24/2022 to 10/28/2022.*

6. You may remove the delegate access by clicking the **X** next to the delegate’s name.

   ![Delegate Removal](image3)

   *Note: The removed delegate is LaDonna M Brown.*