





A Delegate is someone who has full access to your account and may assist with preparing reports.

Expense Owners must assign their own Delegates.

### **Steps to assign a Delegate:**

1. Click on the drop-down arrow to right of the Expense Owner's name
2. Click on Account Settings
3. Click on Delegate Settings
4. Click on Add New Delegates
5. Type the name of the person to select and assign as a Delegate

# Delegate account access



Approvals Needed  
2 Expense Reports

0 Pre-Approvals



  MELISSA SNOW<sup>1</sup>  
Old Dominion University

 SEARCH

 2 Account Settings

Logout

# Delegate Account A



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

4

Add New Delegates

Delegate Center

3

MELISSA SNOWDEN

My Delegate

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

5

ehpca-david

Settings

[REDACTED]  
[REDACTED]  
[REDACTED]

## Accessing an Account as Delegate

An assigned Delegate can access another user's account to input pre-approval requests and expense reports.

Steps for an assigned Delegate to access another user's account

1. Log in to the system as the Delegate.
2. Click on the user's name in the top right corner of the page.
3. Select "Access Account" from the dropdown menu.
4. Enter the user's email address and password.
5. Click "Log In" to access the account.
6. Once logged in, you can input pre-approval requests and expense reports.



# Accessing an Account

Select Another User



|| monique johnson

**MONIQUE JOHNSON-DOWE**  
**ACCOUNTS PAYABLE MANAGER**



# Accessing an Account as a Delegate

emburse  
chromeriver

MONIQUE JOHNSON-DOWE  
Old Dominion University

Expenses

Create

View All  
Submitted



Pre-Approval

Create

Do you need help with finding your department's team? If so, please use our [Travel Processing Team](#) page.