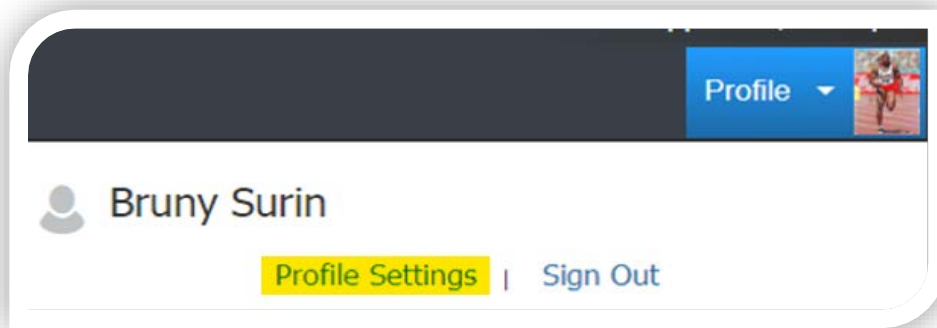


ADD A DELEGATE

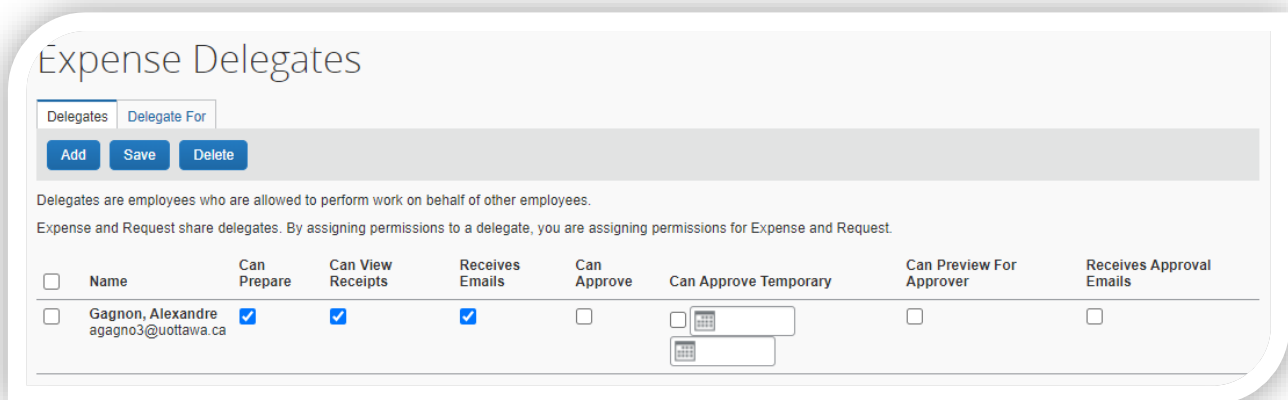
Concur expense management system

In order to add a delegate to your Concur account, follow these steps:

1. Open a Concur session using **your own** User ID and password.
2. Select **Profile – Profile Settings** (upper right corner).



3. From the options on the left side of the screen, select **Expense Delegates**.
4. Click **Add** and type the last name of the employee that you want to designate as your delegate. Select that employee from the drop down menu.
5. Check the boxes associated to the roles you wish to grant to your new delegate.



6. Click **Save**.
7. This employee will now be able to act as your delegate from their own Concur profile.