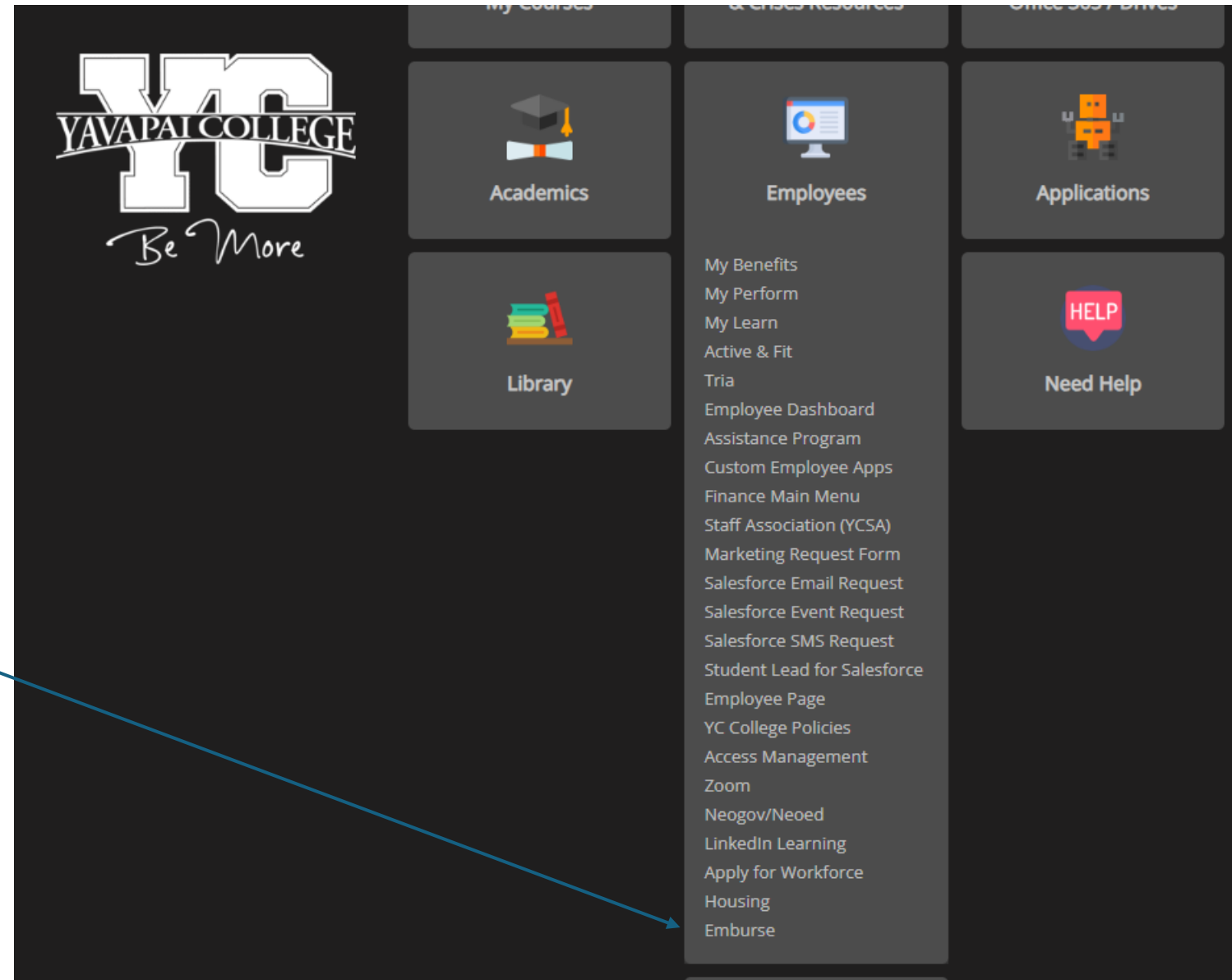


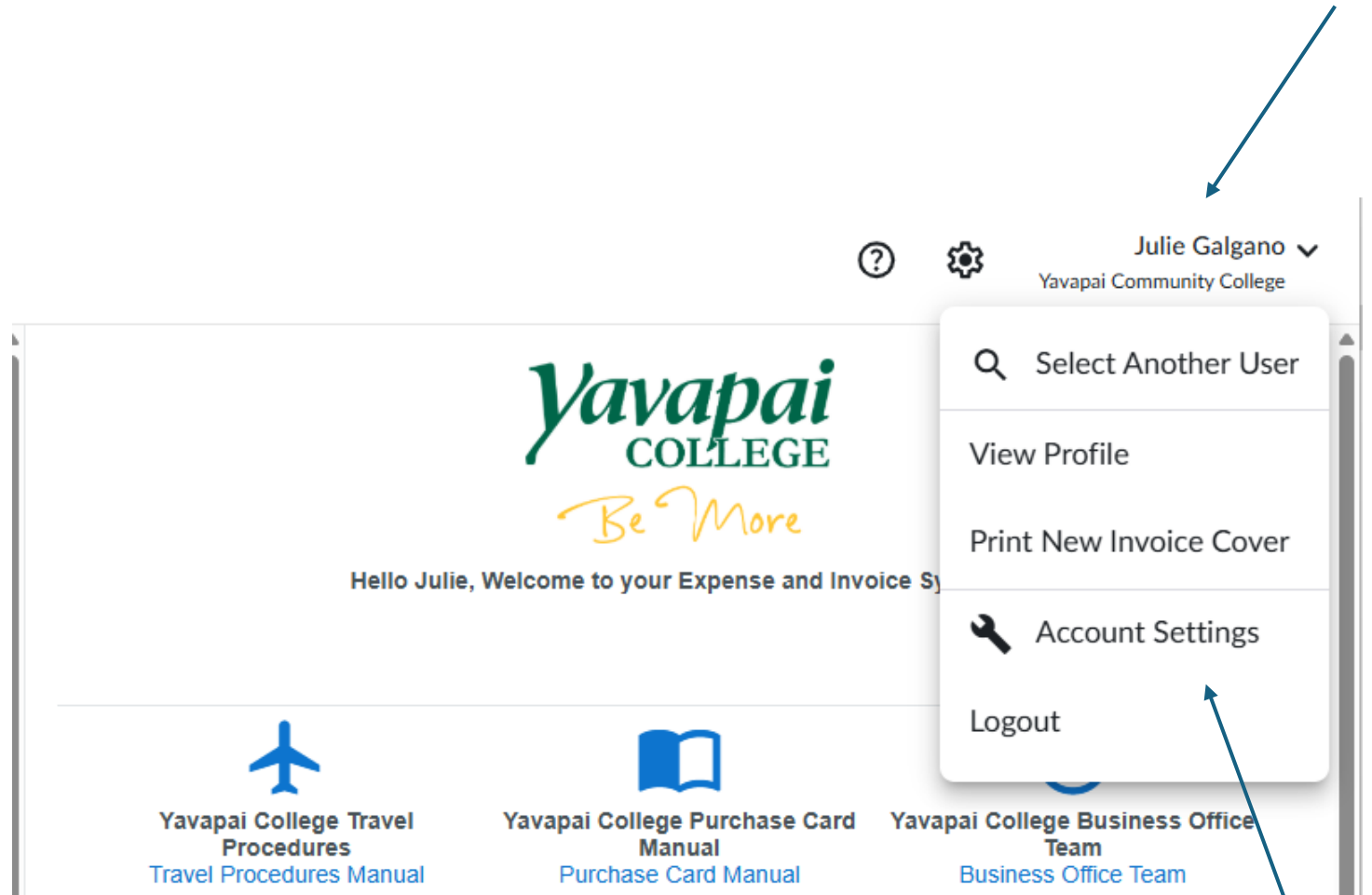
How to Assign a Delegate

In Emburse

Log into your Emburse account.
The log in can be found on
myYC ,
Employees,
Emburse



-
- In the upper right corner, click on your name and choose Account Settings



Julie Galgano

Personal Settings

Preferences Settings

Delegate Settings

My Delegates

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

 [Add New Delegates](#)

Choose Delegate Settings, and Add New Delegates

Julie Galgano	My Delegates
Personal Settings	<i>A "Delegate" is someone who has full access to your account.</i>
Preferences Settings	
Delegate Settings	cassid
	Cassidy Grantham

Enter the name and click on the name of your chosen delegate. This person will be able to complete expense (TDR, Claim for reimbursement of mileage or Pre Approval) on your behalf.



Click on the ‘hamburger’ to return to your Dashboard, and you’re done!

Julie Galgano	My Delegates
Personal Settings	<i>A "Delegate" is someone who has full access to your account.</i>
Preferences Settings	
Delegate Settings	✕ Cassidy Grantham