Authorize a User to Work for You

1. To add a user who is allowed to work as your delegate, tap your name in the upper right corner, then tap **SETTINGS**.

2. Tap **DELEGATE SETTINGS**, then tap **ADD NEW DELEGATES**.
3. Click in the box, and then drag the slider to scroll through the list of potential delegates or start entering the user’s name to jump down the list.

Once selected, that user will be able to select you from his or her own delegation list and create expenses on your behalf.