SETTING UP A DELEGATE

The Property Custodian has to set up the Delegate. The Property Custodian can only have ONE Delegate.

1. Click on Transfers on the left side menu then click Delegate.

2. Click on Update.
3. Search by First and Last Name, then click Search.
4. Click on the Custodian ID R# in red of the person you want to select as the Delegate.
5. If you want to remove the previous Delegate click Remove.