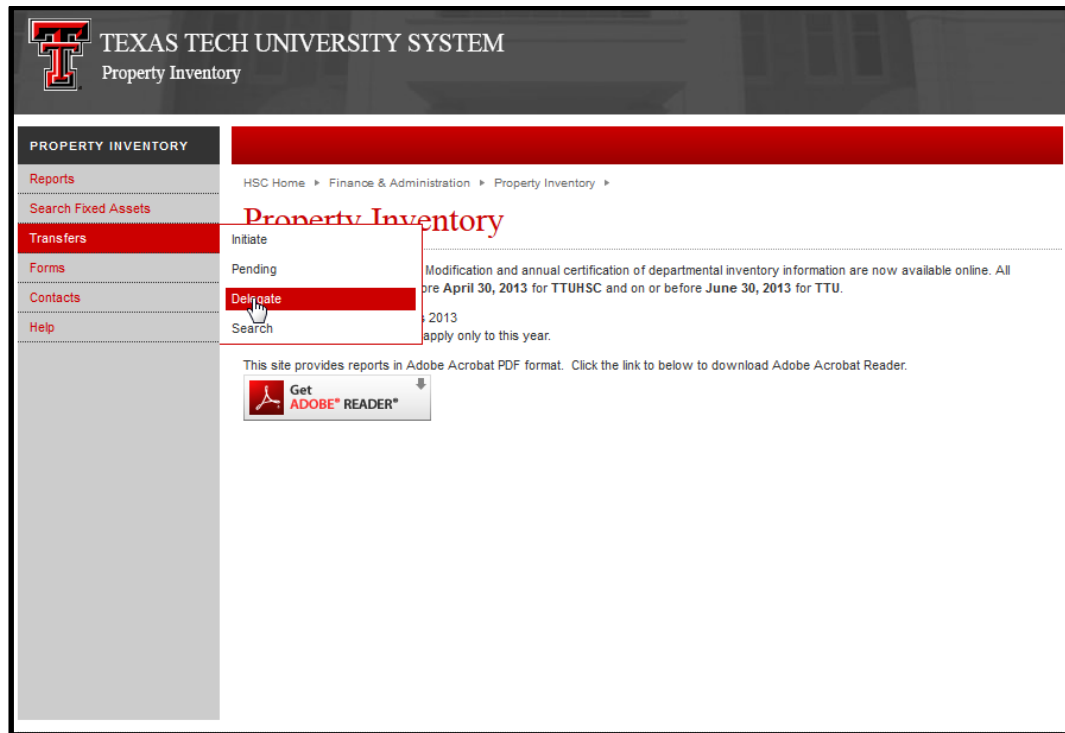


SETTING UP A DELEGATE

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**.

