

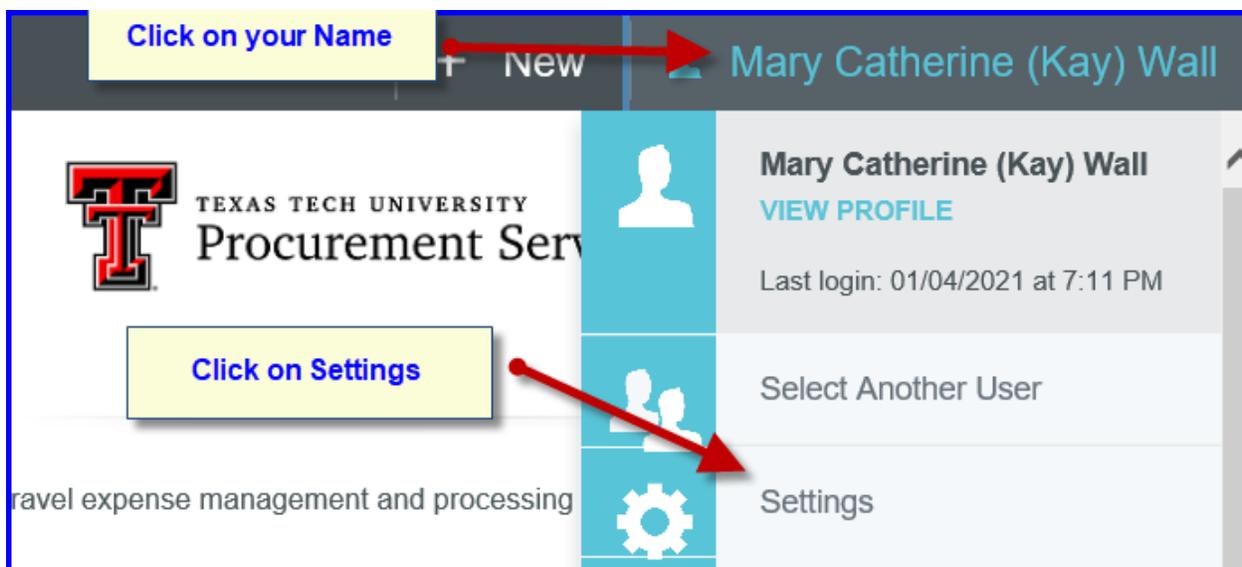
## How to Add a Delegate in Chrome River

**Delegates (formerly referred to as reconcilers)** is a Chrome River User who can create Expense Reports for a Cardholder and access the Cardholder's Settings menu, Home screen, and Inquiry Reports. Delegates will receive copies of any email notifications regarding rejection or adjustment of Expense Reports created for the Expense Owner; however, the Delegate will not be able to approve Pcard Expenses routed to the Expense Owner. Expense Owners assign their own Delegates. Department Card Delegates will be assigned by the TTU PCard Office.

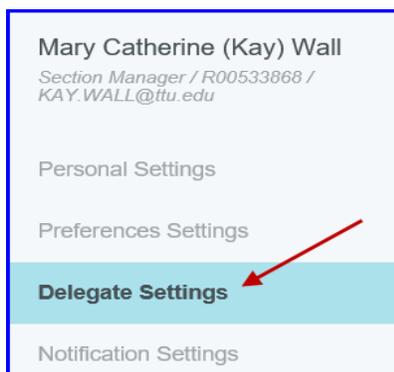
**Approval Delegate** is designed to add an Approver for a specified time; however, it is currently *not operational*.

### Adding a Delegate in Chrome River

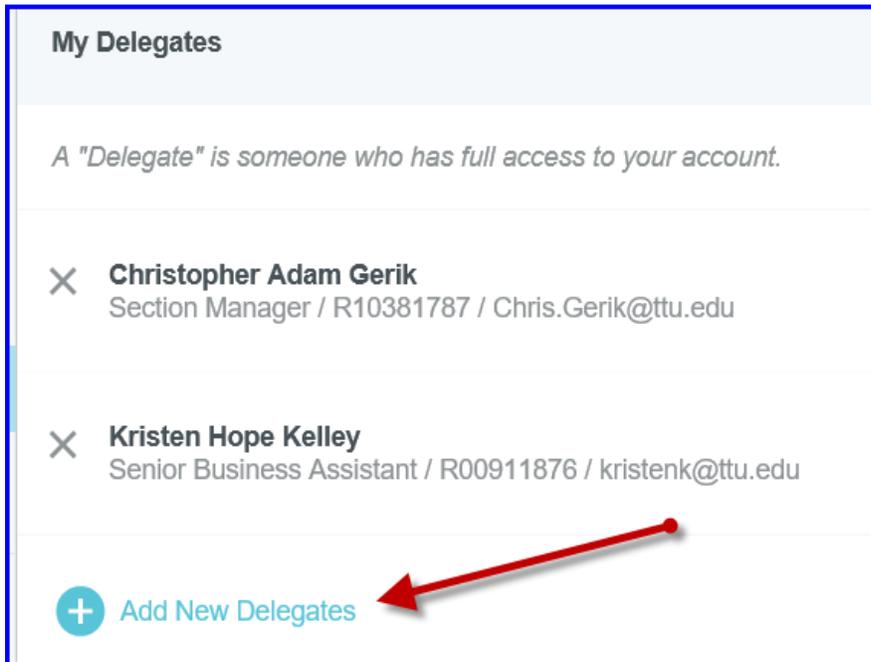
Click on your name in the upper right hand corner of the Chrome River Home Page and then click on Settings.



Click on **Delegate Settings**



Previously Assigned Delegates will be listed. Click on **Add New Delegates**.



Begin entering the user's name, R number or email address. As you type, the search results will narrow. Choose the appropriate Delegate. Once a Delegate is selected, they will have full access to your Chrome River dashboard.

### **Deleting a Delegate**

To remove a Delegate, select the X next to the person's name under My Delegates from the Settings >> My Delegates menu.



Contact [Purchasing.pcard@ttu.edu](mailto:Purchasing.pcard@ttu.edu) with any questions you may have.