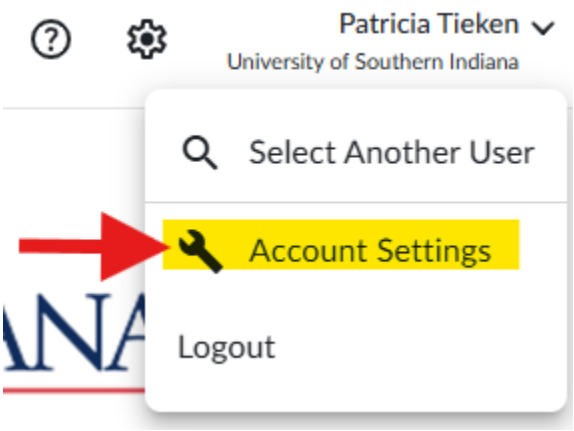
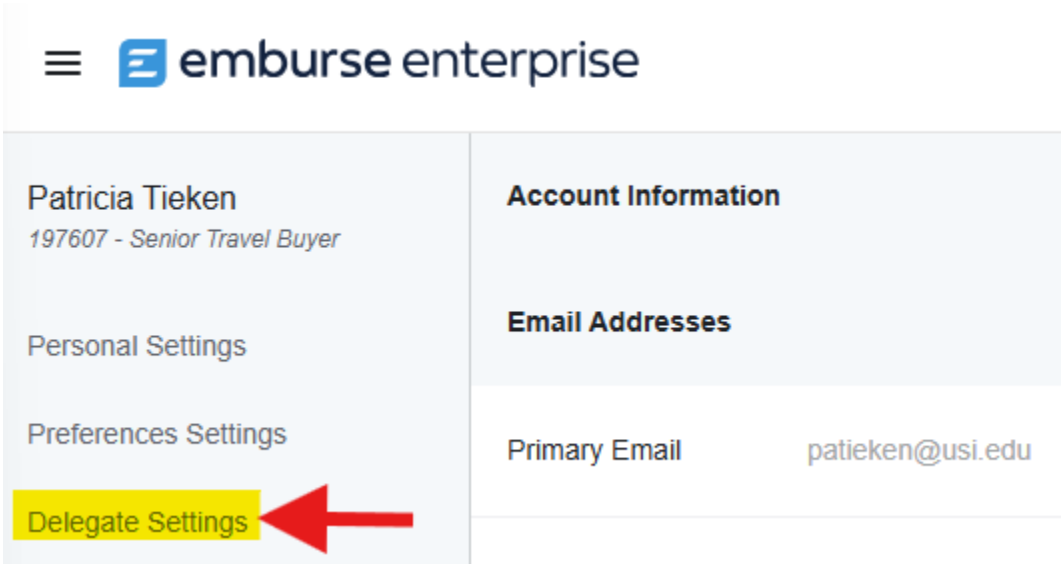
Emburse User Guide:
Add or Remove a Delegate

Add a Delegate to Your Profile

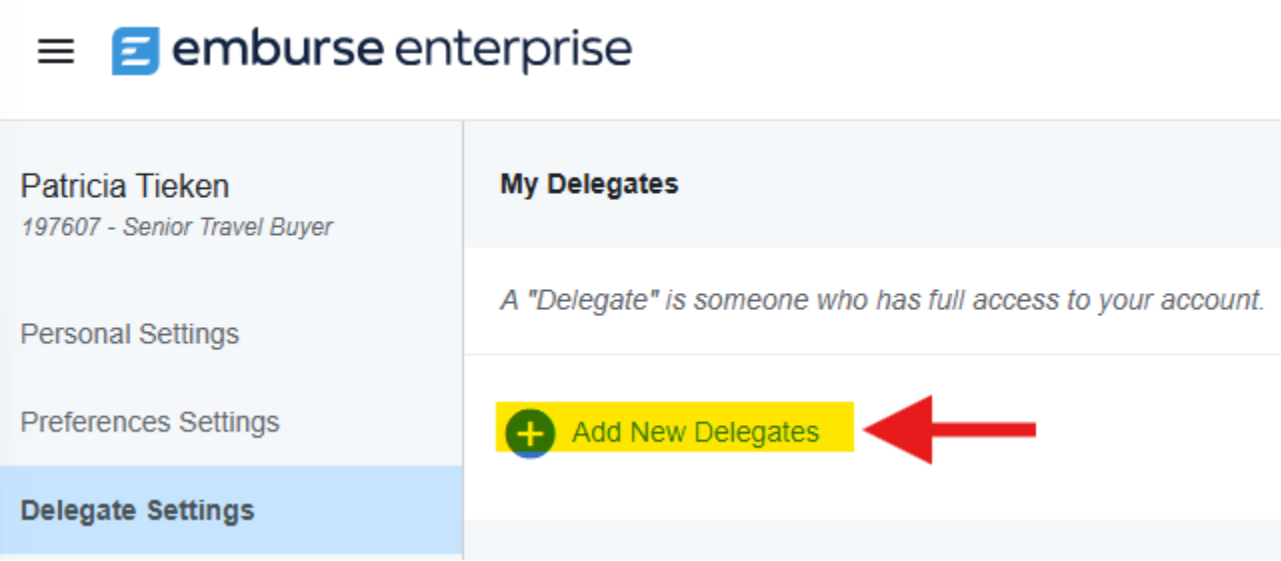
Click your name in the top-right corner of the page to open the drop-down menu. Select **Account Settings**.



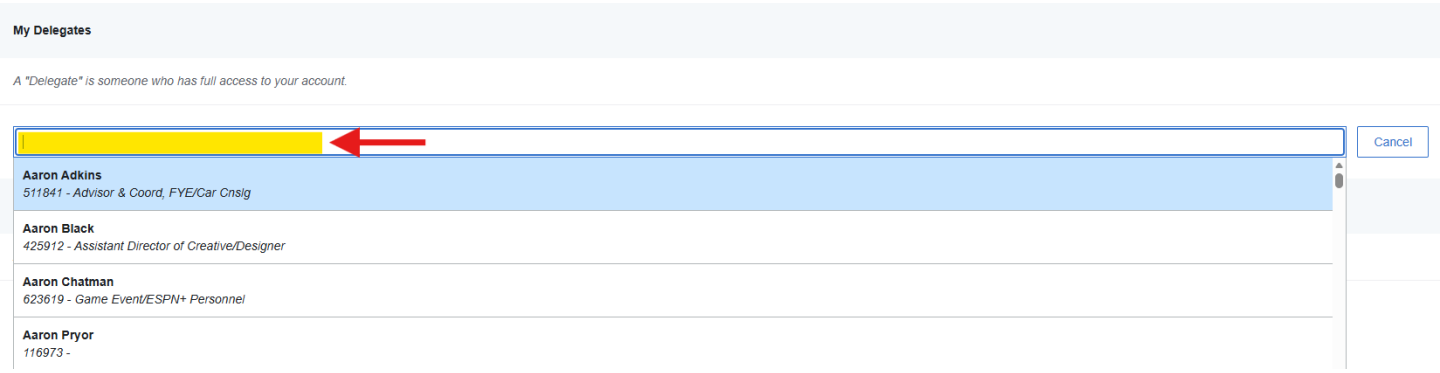
On the new page that opens, find and click **Delegate Settings** from the menu on the left.



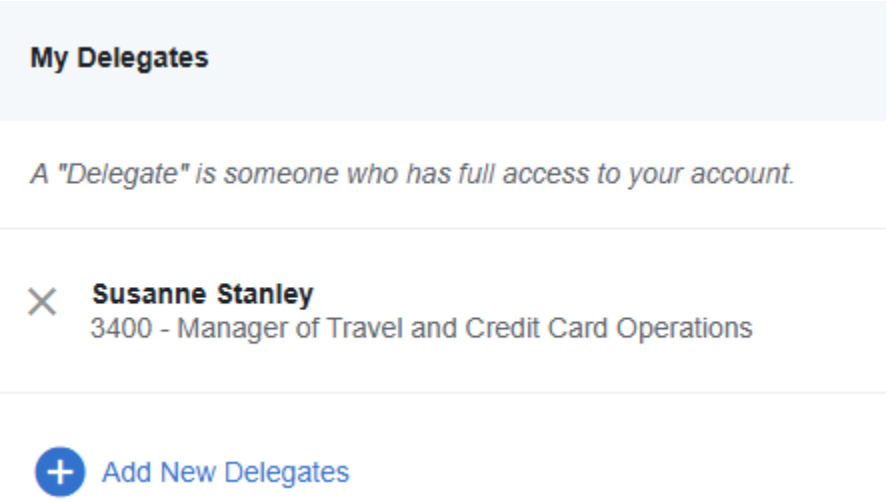
Under the section My Delegates, click **Add New Delegates**.



A drop-down menu will appear. Find and select your delegate. You may type in their first or last name.

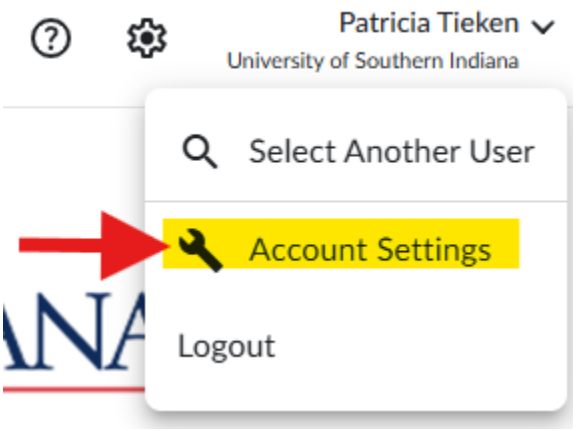


Once you have located the delegate, select their name, which will appear under the **My Delegates** section.

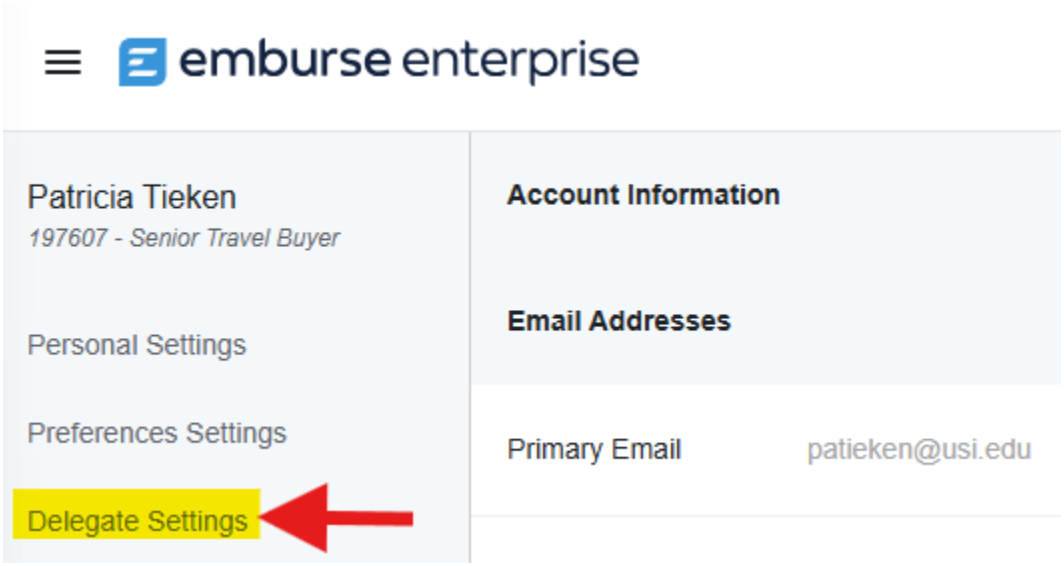


Remove a Delegate from Your Profile

Click your name in the top-right corner of the page to open the drop-down menu. Select **Account Settings**.



On the new page that opens, find and click **Delegate Settings** from the menu on the left.



Under the **My Delegates** section, find the delegate you want to remove. Click the **X** to the left of their name, and that person will be removed from your delegate list.

