

How to Add Delegates in Emburse

Learn the simple steps to manage your user permissions and add new delegates to your Emburse Enterprise account. This guide provides a direct path to navigating your dashboard to keep your expense management workflow efficient.

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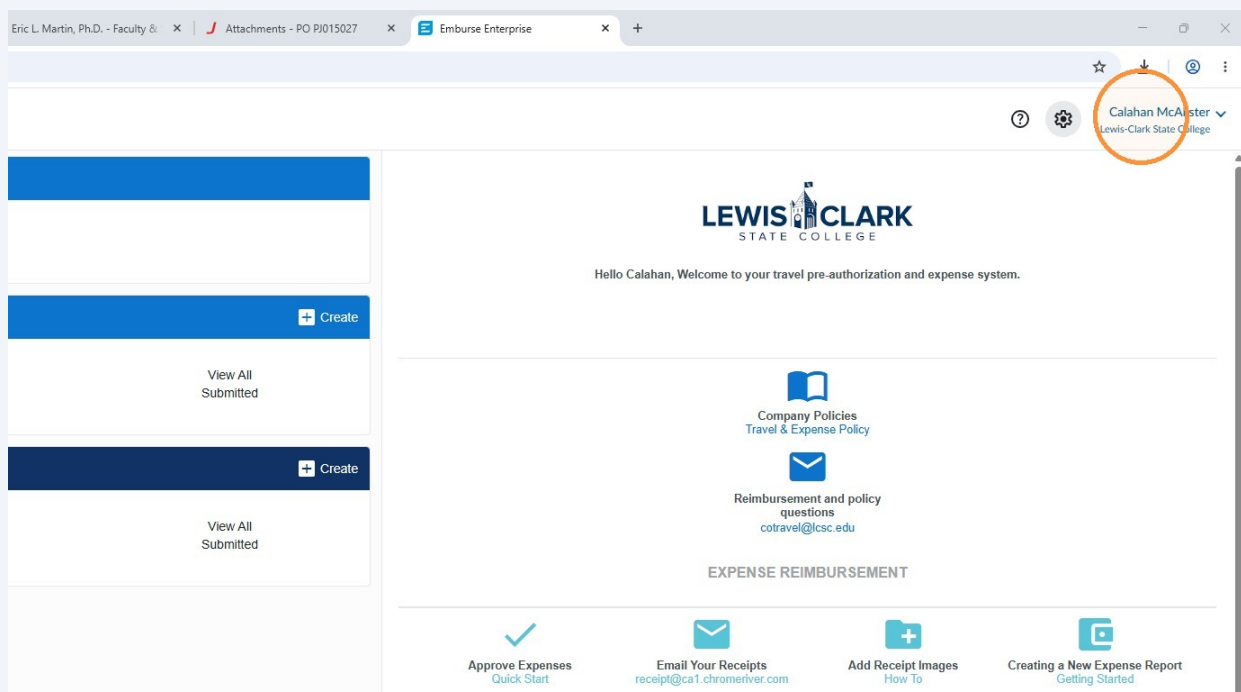
This process allows you to add a delegate to your profile. A delegate can initiate a Pre-Approval (PA) or Expense Report (ER) on your behalf. You can have multiple amount of delegates for your profile.

As the traveler, you will still be responsible for reviewing and approving your PA or ER.

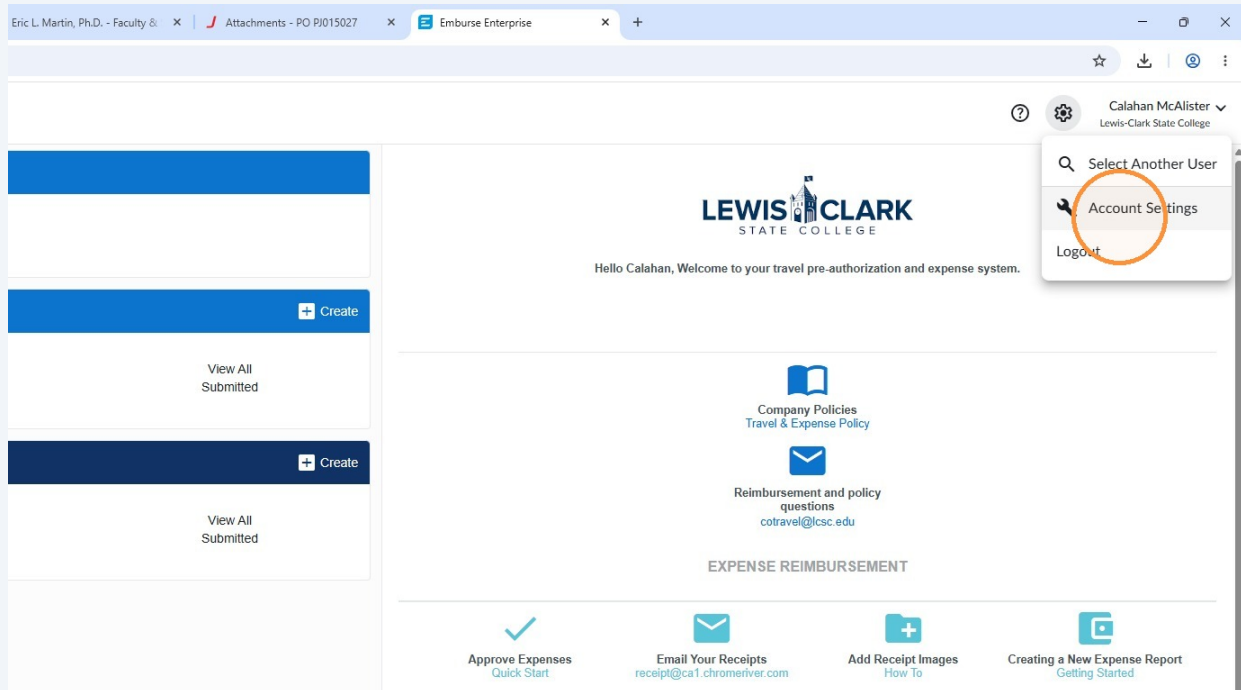
Log into Emburse

<https://app.ca1.chromeriver.com/login/sso/saml?idp=lcsc.edu>

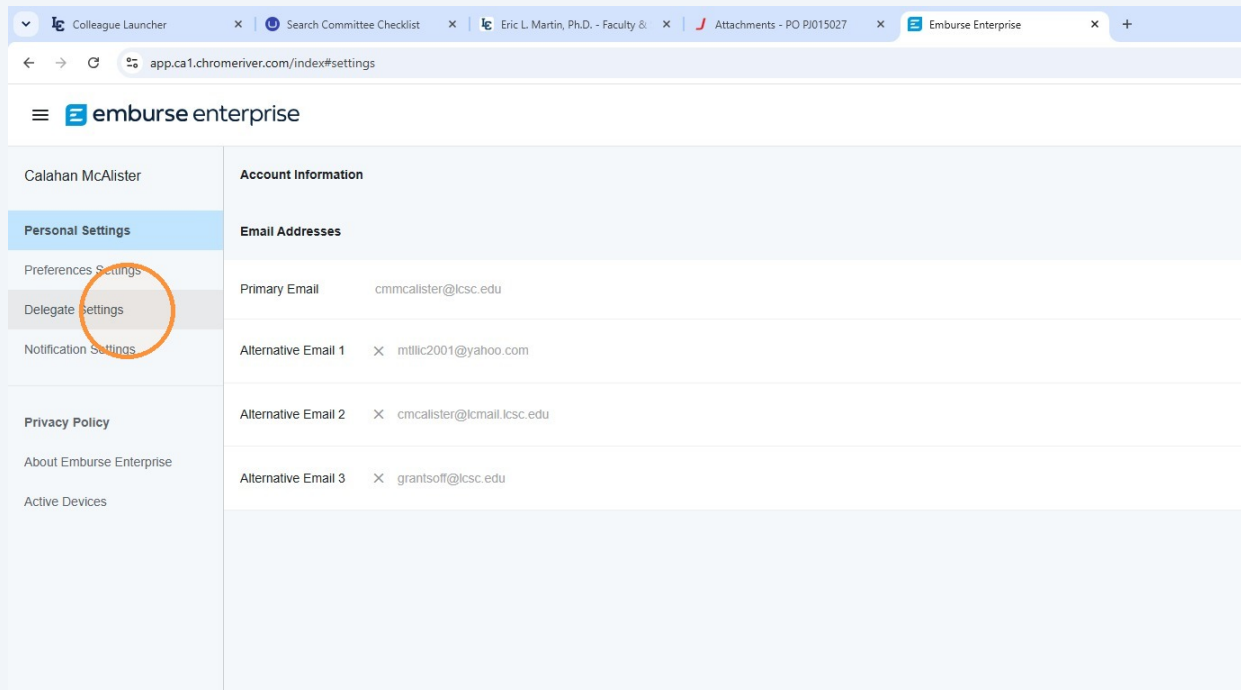
Click on your name in top right hand corner.



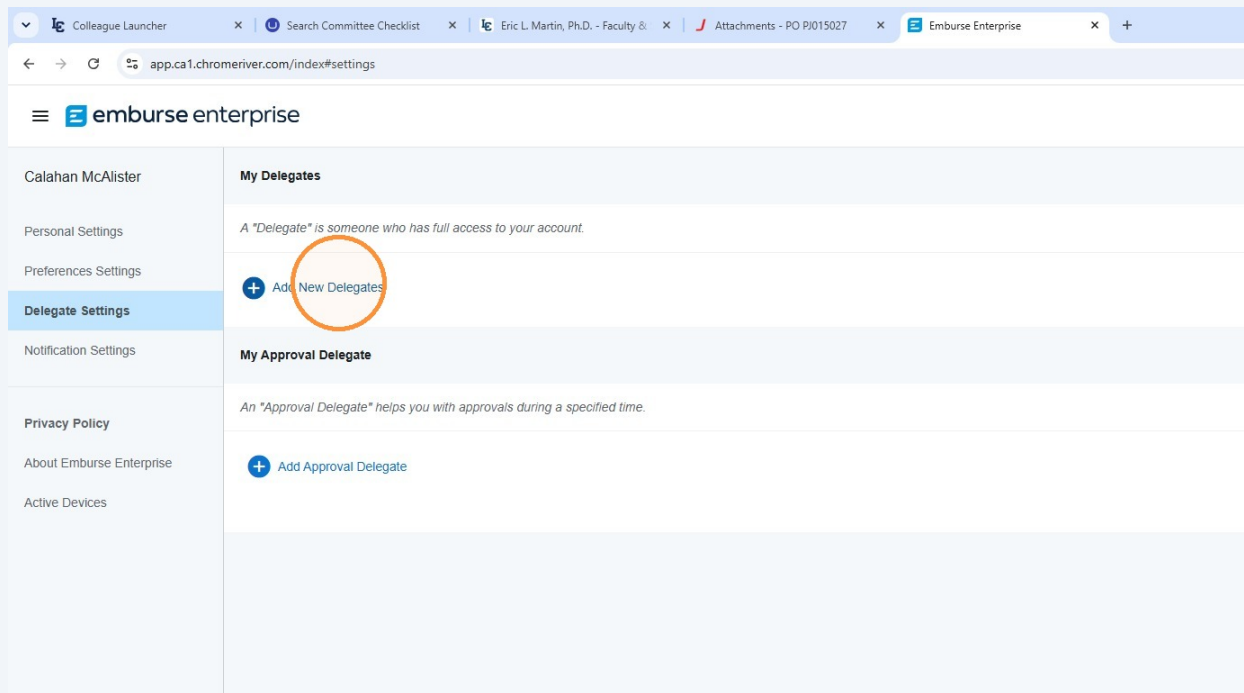
2 Select Account Settings



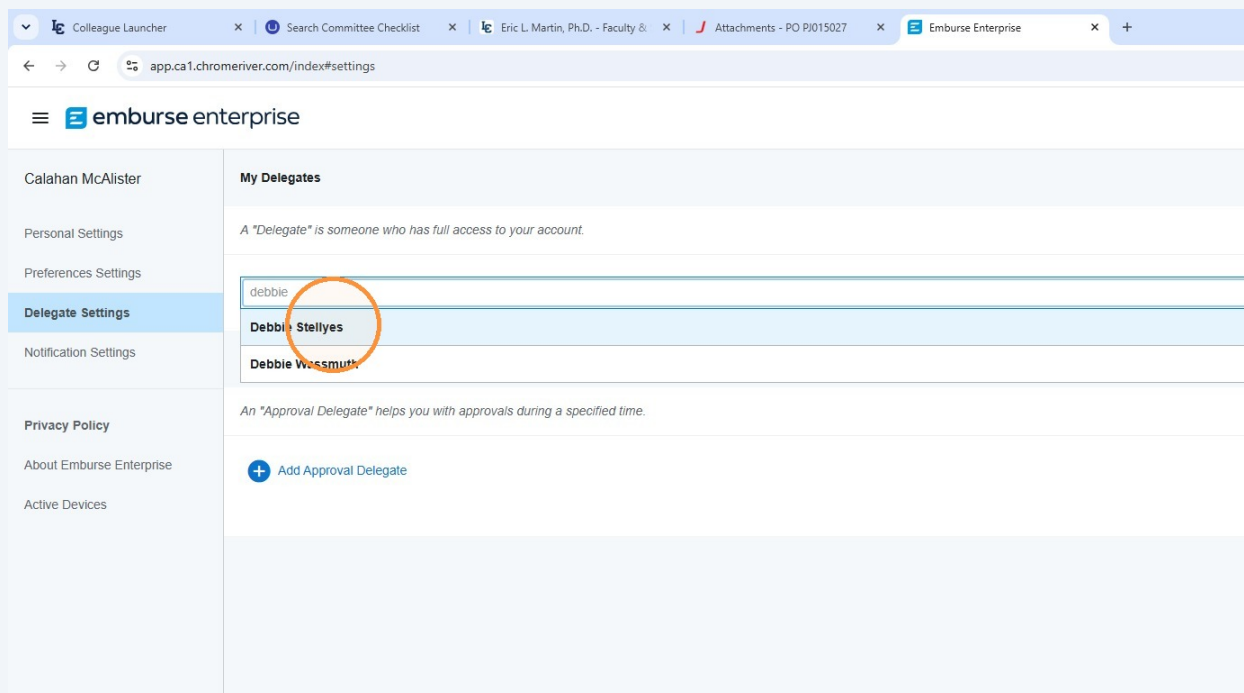
3 Select Delegate Settings on the left hand side.



4 Click "Add New Delegates"



5 Start typing in the name you want as a delegate. Make sure to select name from drop down menu to add.



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Once the name is selected, you will see the name appear under My Delagates

The screenshot shows the Emburse Enterprise web application interface. The browser's address bar displays the URL `app.ca1.chromeriver.com/index#settings`. The page header includes the Emburse Enterprise logo and a navigation menu on the left. The left sidebar contains the following links: Calahan McAlister, Personal Settings, Preferences Settings, Delegate Settings (highlighted in blue), Notification Settings, Privacy Policy, About Emburse Enterprise, and Active Devices. The main content area is titled 'My Delegates' and includes a sub-header 'A "Delegate" is someone who has full access to your account.' Below this, a list of delegates is shown, with 'Debbie Steyes' highlighted by an orange circle. A blue plus icon and the text 'Add New Delegates' are visible below the list. The 'My Approval Delegate' section is also visible, with a sub-header 'An "Approval Delegate" helps you with approvals during a specified time.' and a blue plus icon and the text 'Add Approval Delegate' below it.

Colleague Launcher x Search Committee Check x Eric L. Martin, Ph.D. - Facu x Attachments - PO P0150 x Emburse Enterprise x How to Add New Delegat x Scribe - De

app.ca1.chromeriver.com/index#settings

emburse enterprise

Calahan McAlister

Personal Settings

Preferences Settings

Delegate Settings

Notification Settings

Privacy Policy

About Emburse Enterprise

Active Devices

My Delegates

A "Delegate" is someone who has full access to your account.

X Debbie Steyes

+ Add New Delegates

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

+ Add Approval Delegate