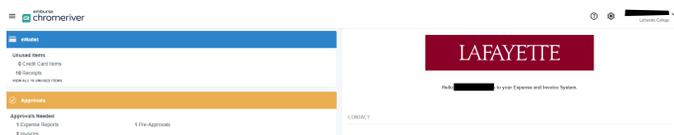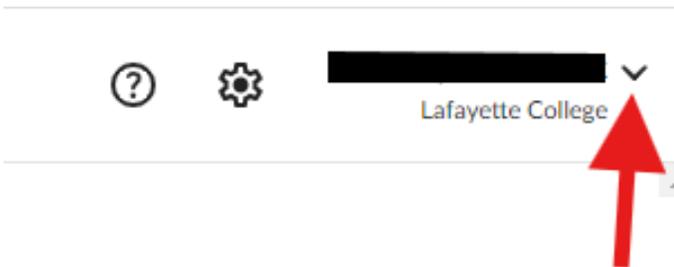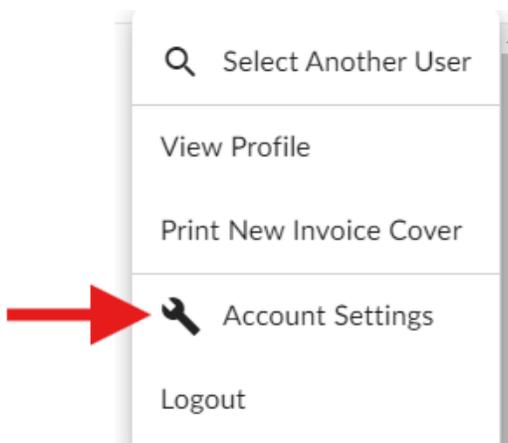1. Log into emburse.lafayette.edu.

2. Proceed with the DUO authentication and enter your Lafayette Net ID and Password if necessary.

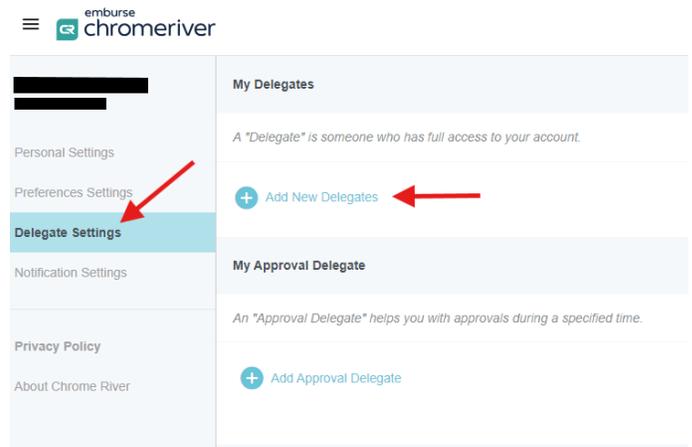3. You will be taken to the Chrome River landing page.

4. Click on down arrow next to your name located in the upper right corner.

5. Click on Account Settings.

6. Click the Delegate Settings option on the left hand side and then Add New Delegate.

7. Start typing the delegates name in the search box and click on the delegates name when it appears.

8. The delegate has now been assigned.