Lafayette College

Quick Reference

Chrome River - Adding A Delegate

- 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.

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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.

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	My Delegates
Personal Settings	A "Delegate" is someone who has full access to your account.
Preferences Settings	+ Add New Delegates
Delegate Settings	
Notification Settings	My Approval Delegate
Privacy Policy About Chrome River	An "Approval Delegate" helps you with approvals during a specified time.
	+ Add Approval 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.