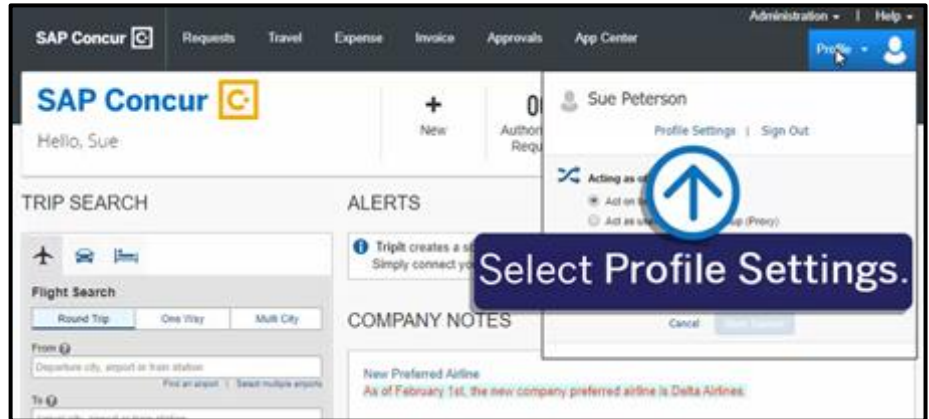


# Adding a Delegate

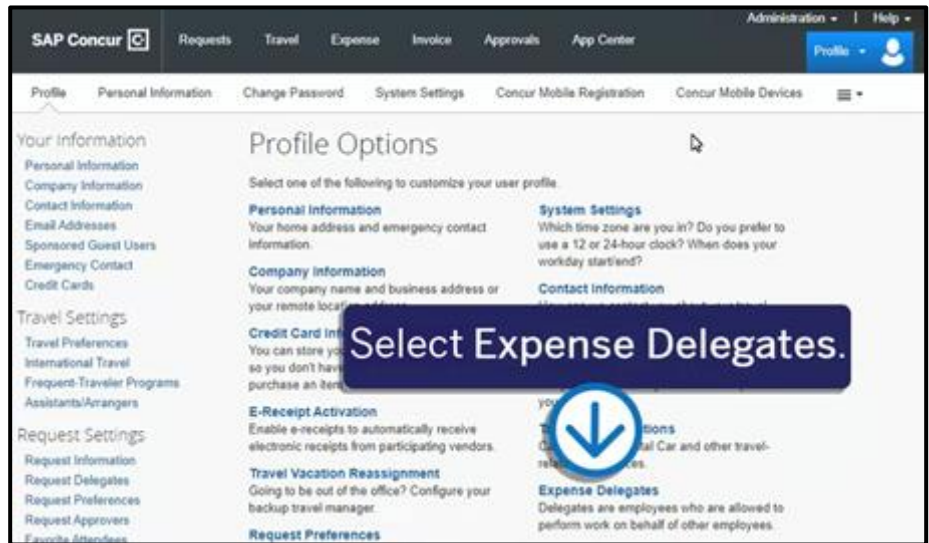
A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as creating, submitting, and approving expense reports

1. To add a delegate to your user profile, select **Profile**, and then select **Profile Settings**.



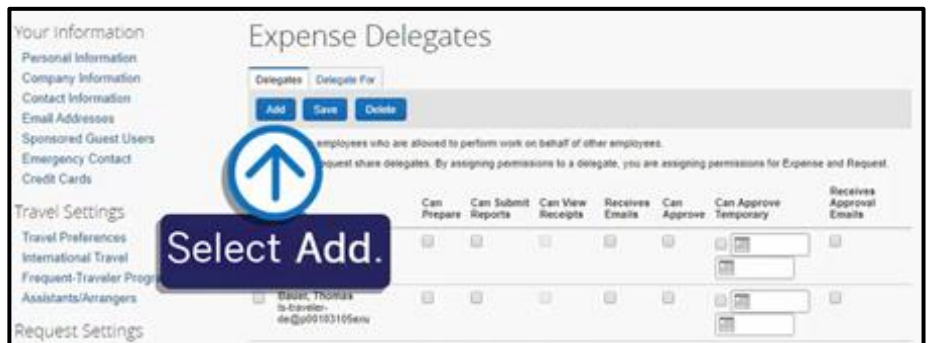
For this example, you will see how to add an Expense delegate.

2. On the **Profile Options** page, select **Expense Delegates**.

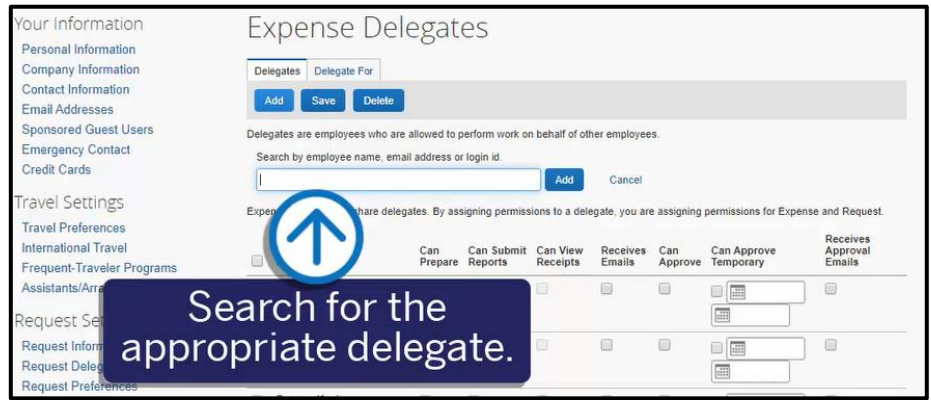


A delegate will need the same level or higher permissions to act on your behalf.

3. To add a new delegate, from the **Delegates** tab, select **Add**.

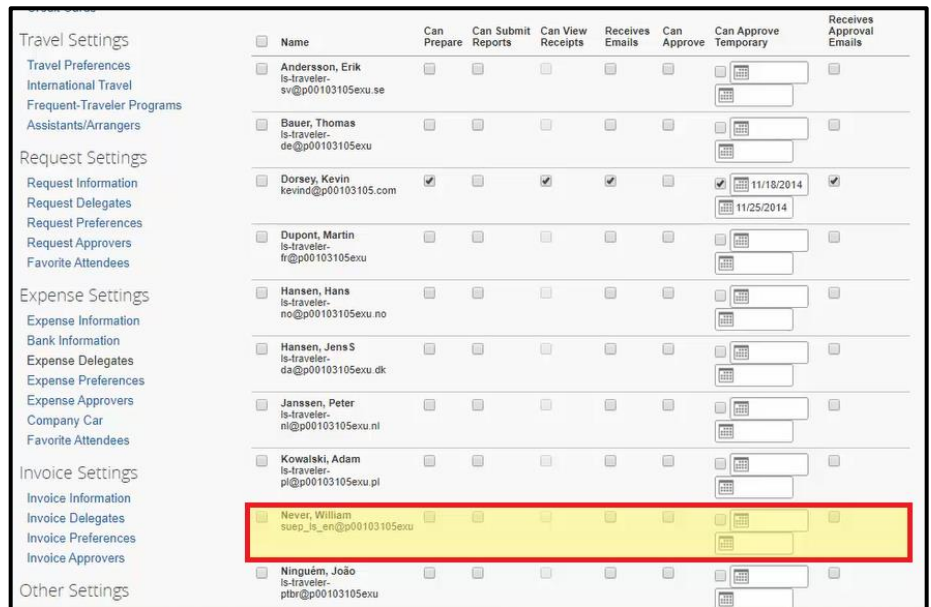


4. Search for and select a delegate by employee name, email address, or login id.

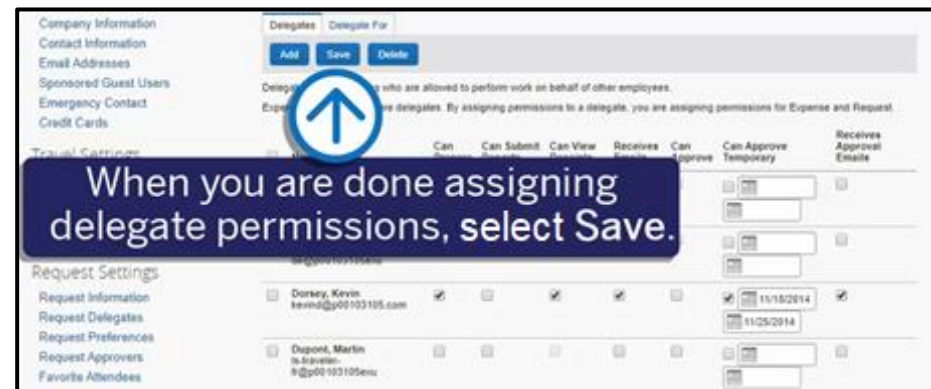


5. Assign permissions to the new delegate, using the appropriate check box(es).

**Note:** To allow a delegate to email receipts into a user's Available Receipts library, you must select the **Can View Receipts** check box.

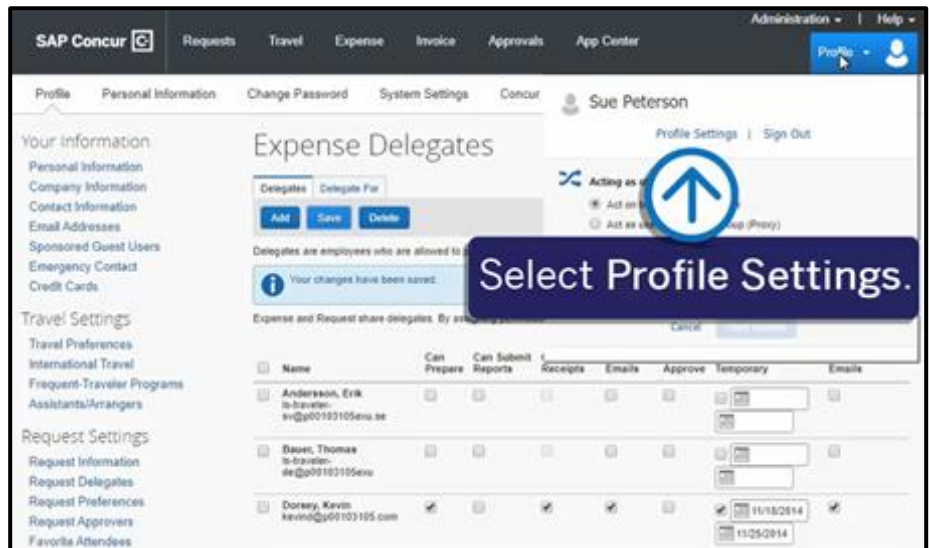


6. When you are done assigning all the delegate permissions, select **Save**.



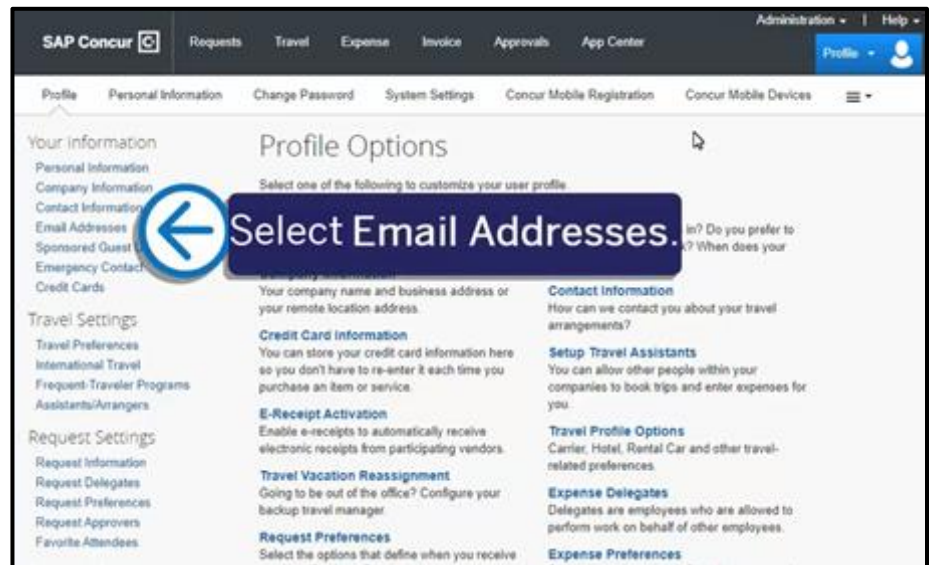
To allow a delegate to email receipts, both you and the delegate must verify your email addresses in your respective **Profile Settings** and email accounts.

7. To verify an email address, select **Profile**, and then select **Profile Settings**.

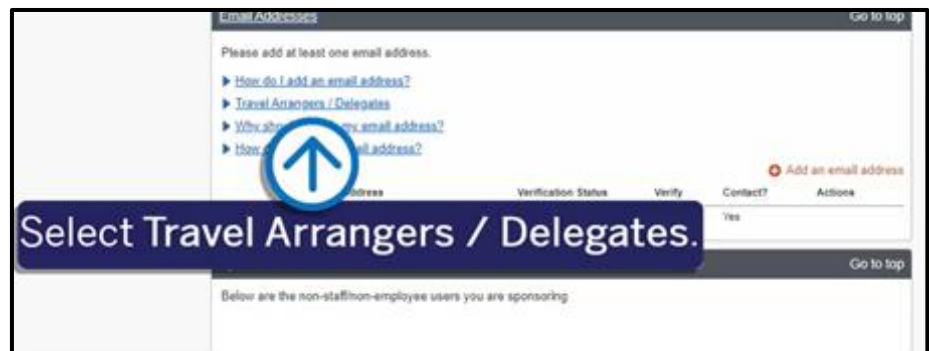


You must first verify your email address, and then the assigned delegate (acting on your behalf) and verify their email address to enable receipt submission via email to [receipts@concur.com](mailto:receipts@concur.com).

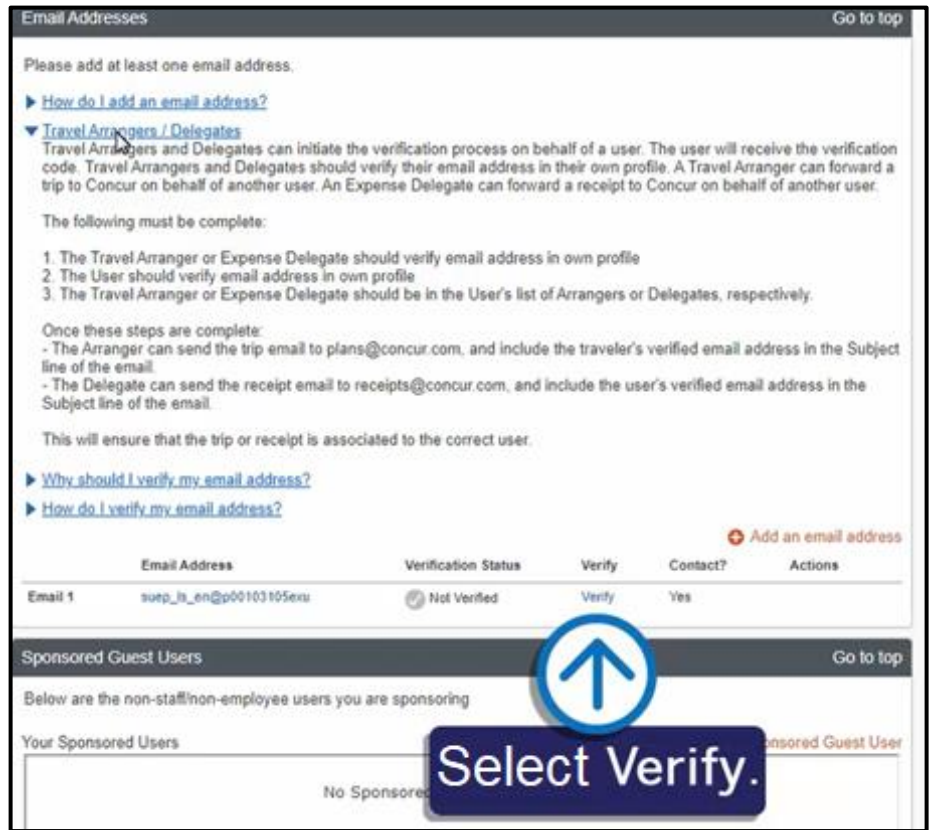
8. To begin the email verification process, select **Email Addresses**.



9. In the **Email Addresses** section, select **Travel Arrangers/Delegates**.

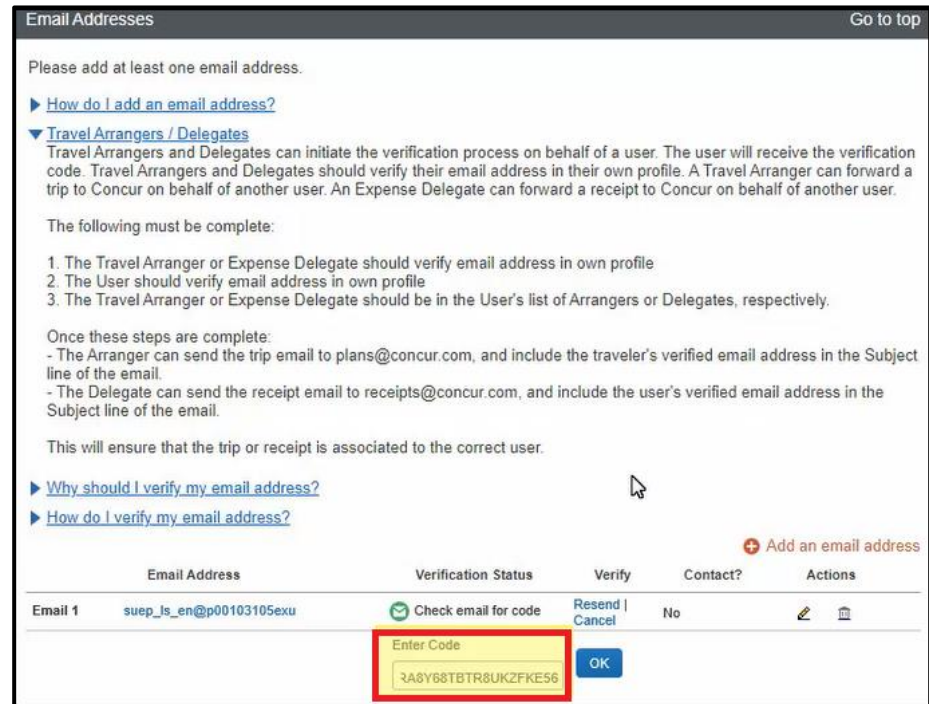


10. To verify your email address, select **Verify**, and then in the **Verification Email Sent** pop-up window, select **OK**.



11. For verification purposes, type the code (sent by SAP Concur) in the **Enter Code** field, and then select **OK**.

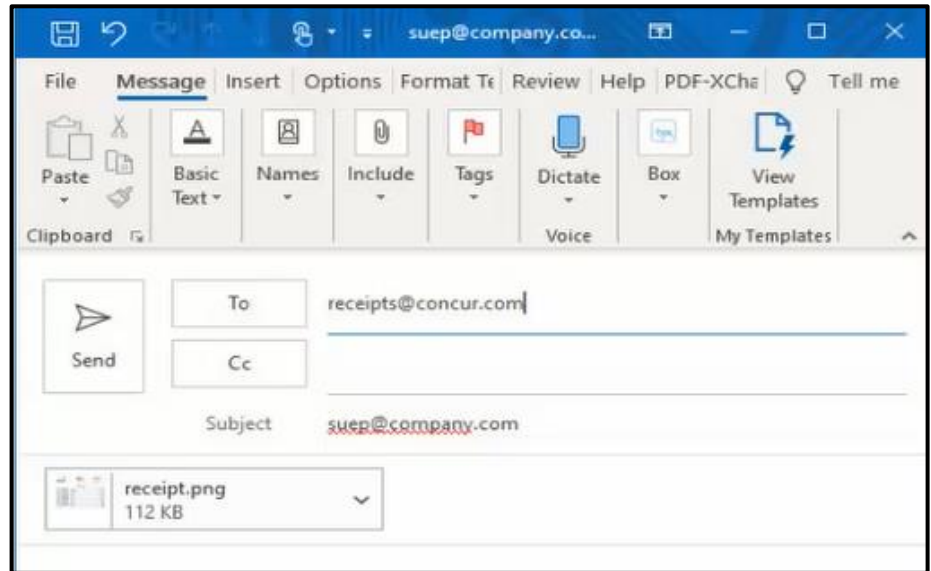
Note that you can copy and paste the code in the **Enter Code** field.



Once both you and your delegate have successfully verified your email addresses, a delegate can email receipts on your behalf for use in expense reporting.

The delegate will send an email to [receipts@concur.com](mailto:receipts@concur.com) with the attached receipt images.

**Note:** Enter only the user's (for whom you are delegating for) verified email address in the **Subject** line.



Emailed images sent by your delegate will display in the **Available Receipts** library of your profile, just as if you had done it yourself.

