

Chrome River EXPENSE

Adding and Removing Delegates

Logging In

1. Go to MYBGSU
2. Go to the Employee tab
3. Chrome River is located in the left navigation under Misc Services

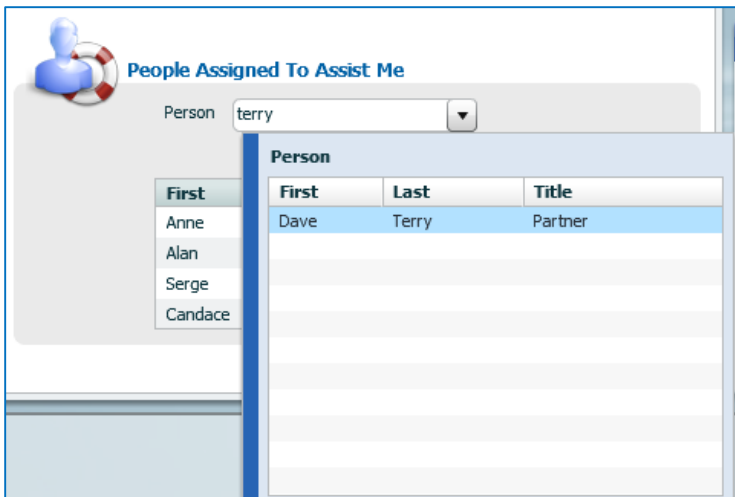
Adding Delegates

Adding someone as your delegate will allow that user to select you in the **People I Assist** grid and to create expenses on your behalf.

1. From the [Home Dashboard](#), click the **DELEGATE** tab.



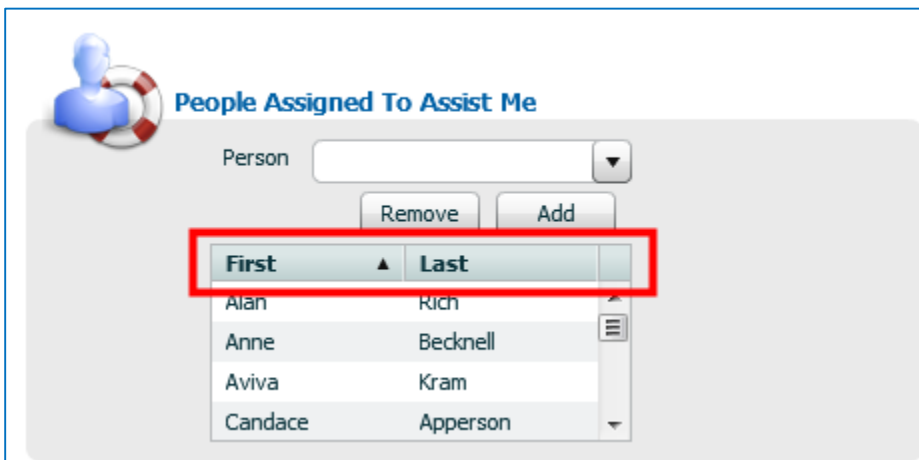
2. In the **People Assigned to Assist Me** grid, use the **Person** drop-down menu to select a colleague as your delegate. You can also type your colleague's name in the drop-down menu to filter your results.



3. Click **ADD**. This user will now be able to switch over to work on your behalf in his or her People I Assist grid.
4. Repeat the steps if you would like to select additional delegates.

Removing Delegates

1. From My Dashboard, click the **DELEGATE** tab.
2. In the People Assigned to Assist Me grid, select the user you would like to remove as your delegate. To sort this list, click on the **FIRST** or **LAST** column heading at the top of the list. You can also type your colleague's name in the drop-down menu to filter your results.



3. Click **REMOVE**.