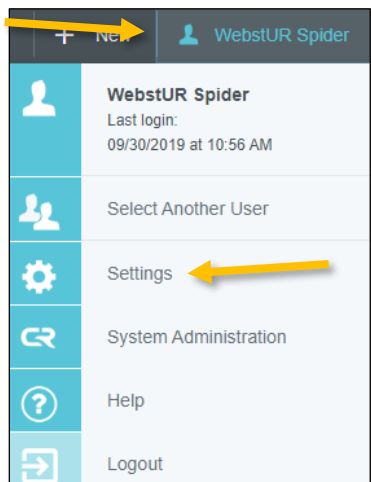
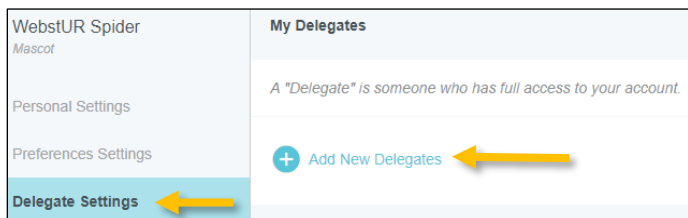


If you would like to provide another user access to your account so they can create reports on your behalf, you will need to add them as a delegate. Giving another user delegate access to your account will allow them to access your Home Screen, Settings, and Inquiry reports.

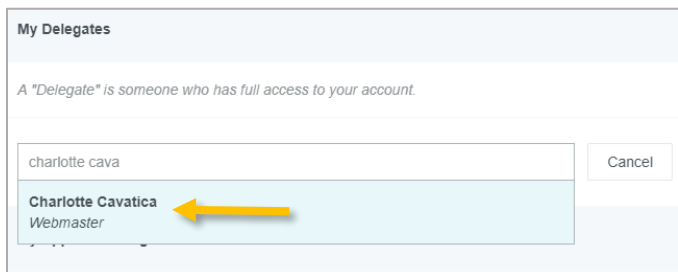
1. From the Chrome River home screen, click the **User Icon** with your name in the upper right corner. Select **Settings** from the dropdown menu.



2. In the Settings menu, select **Delegate Settings** and click **Add New Delegate**.



3. Begin typing the user's name and it will appear in the dropdown menu. Click on his or her name to add as a delegate.



4. The delegate has now been assigned and is listed under **My Delegates**. You may remove delegate access

at any point by simply clicking the **X** next to the delegate's name.

