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.