**TABER: Expense Management - Adding a Delegate**

**Instructions**

Login at my.rutgers.edu and go to the Apps tab. **Select the Expense Management app**:



Select the **go to task icon** (see the round cog)



On the next screen **select the plus (+) sign** to add a delegate



Do a search for me (Shaneika Nelson) by typing my name. **Type my name and then click the magnifying glass to view the advanced button**. See examples below:



Under email field, type the beginning of my email address (s.nelson@) and click the Search button. My name will come up below. **Highlight the line with the email address and click OK** (see the examples below).





Click **Save** in the upper right of the screen. Then I will be added as your delegate.

