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

**Instructions**

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

Graphical user interface, application

Description automatically generated

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

Graphical user interface, text, application

Description automatically generated

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

Graphical user interface, text, application

Description automatically generated

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:

Graphical user interface, text, application

Description automatically generated

Under email field, type the beginning of my email address ([s.nelson@](mailto: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).

Graphical user interface, application

Description automatically generated

Graphical user interface, application

Description automatically generated

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

Graphical user interface, text, application, chat or text message

Description automatically generated