How To: Add Delegate to Your Profile
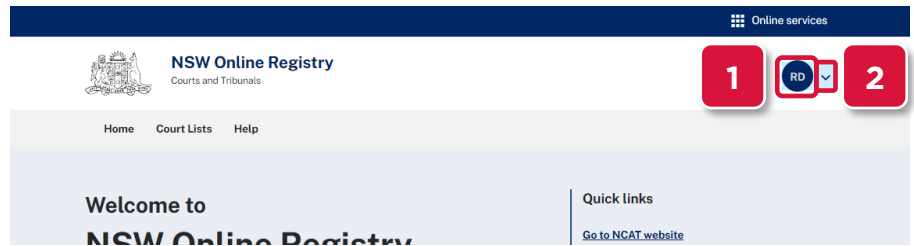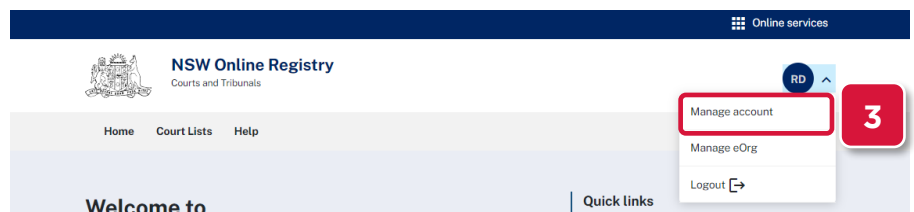
Quick Reference Guide
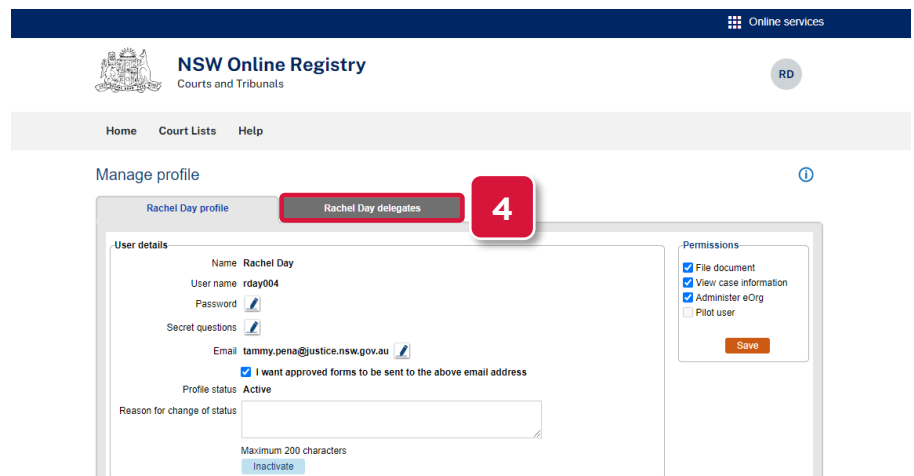
Add Delegate to Your Profile

1. Hover over your icon in the top right
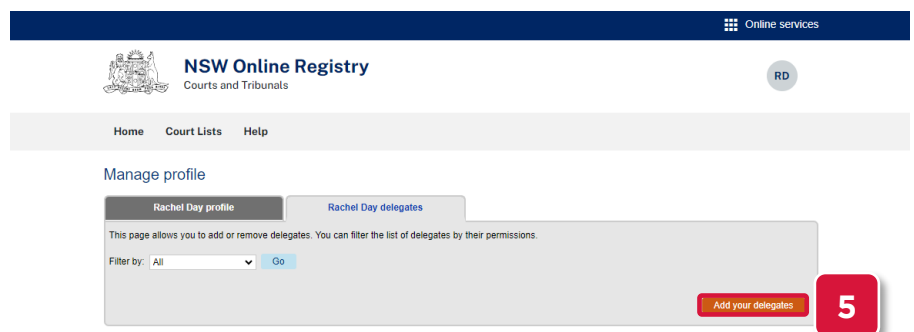
2. Click the drop down arrow

3. Select **Manage account**

4. Select the delegates tab

5. Click **Add your delegates**

Add Delegate to Your Profile

Add Delegate (cont')

6. Select the user to add as a delegate

7. Click **Save**

NOTE: Only users associated to your eOrganisation can be added a delegate

Remove Delegate

8. To remove a delegate, click the red **X**

9. Click **OK** on the confirmation message