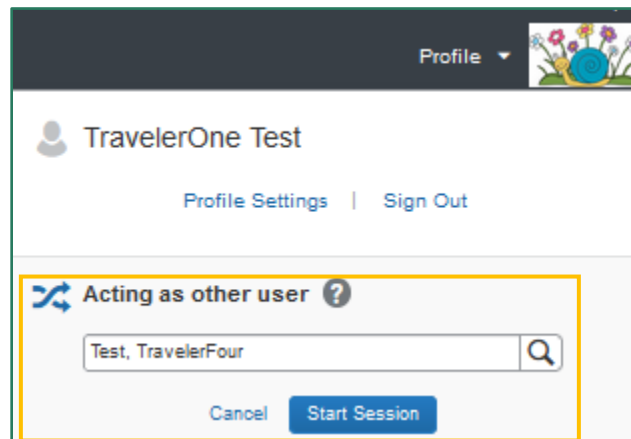




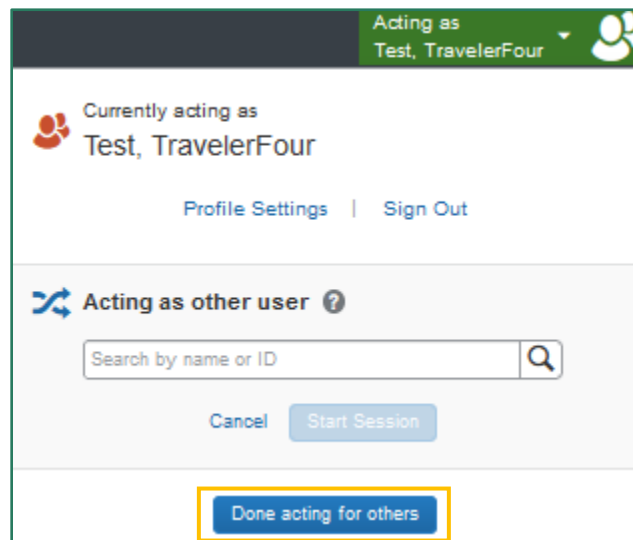
Act as a Delegate

To act on behalf of other users as a delegate, proxy, or travel arranger

1. Open the Profile drop-down
2. Under “Acting as other user,” search for user by name, UA ID, or email address
3. Select user and click “Start Session”



4. To select a different user, follow steps 1-3 again (do not need to end current delegate session)
5. To end delegate session, click Profile> “Done acting for others”



Hot Tip: When accessing a user’s account as a delegate, proxy, or travel arranger, verify that “Acting as <user’s name>” replaces Profile in the upper right-hand corner.

