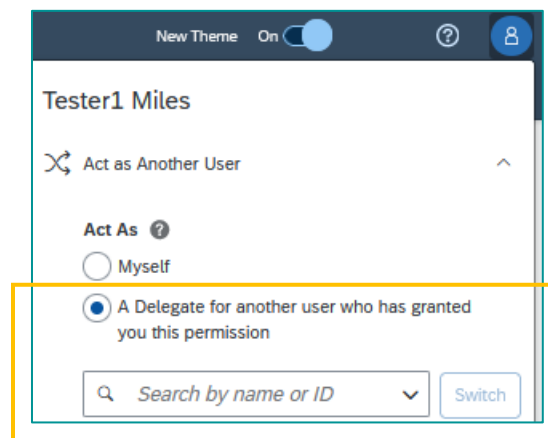




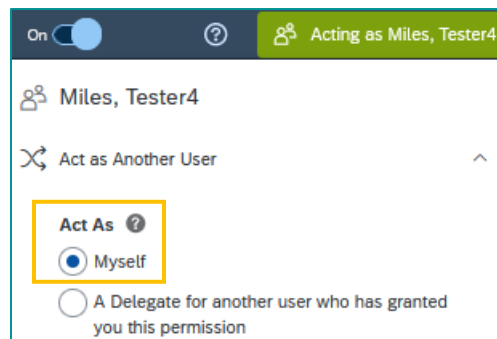
## Act as a Delegate

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

1. Open the Profile drop-down
2. Select “A Delegate for another user who has granted you this permission” under “Act As” then search for user by name, UA ID, or email address
3. Select user and click “Switch”



4. To select a different user, follow steps 1-3 again (do not need to end current delegate session)
5. To end delegate session, select “Myself” from “Act As” and click “Switch”



**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.

