

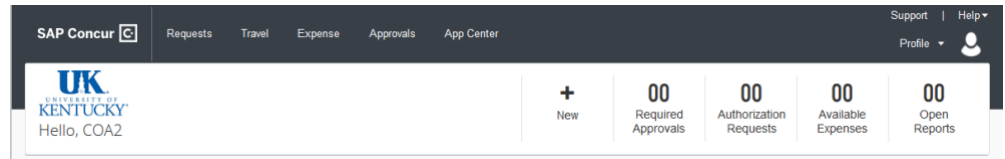
## Concur – Acting as a Delegate

In order to act as a delegate, an employee will need to select the Procard holder, traveler, or approver they will be acting on behalf of in Concur.

### Procedures

Sign into Concur with your ID and password.

Click on Profile

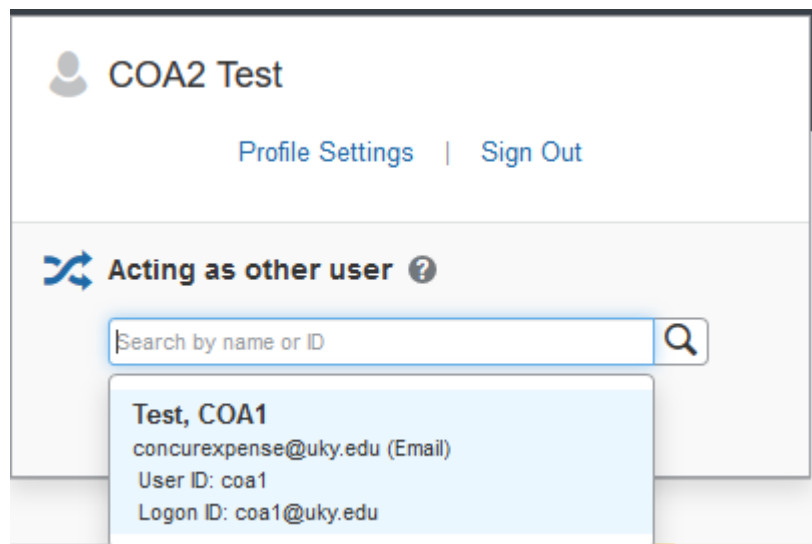


If you have been added as a delegate, you will see the Acting as other user section.

Search for the person for which you wish to act by name or SAP User ID.

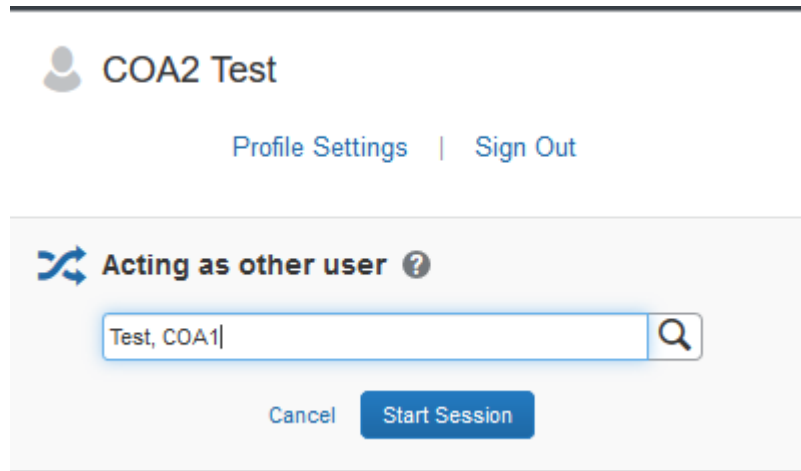
Click on the person's information to make your selection.

NOTE: If you do not see the person you are looking for, that individual may not have added you as a delegate.



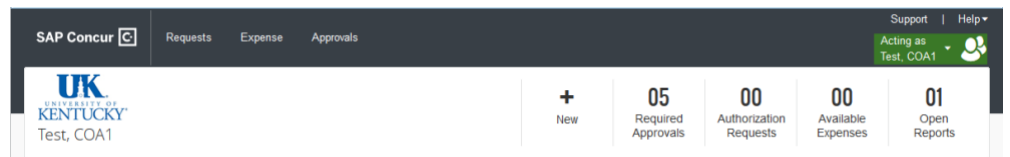
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Click Start Session after you verify the correct name is in the Acting as other user field.



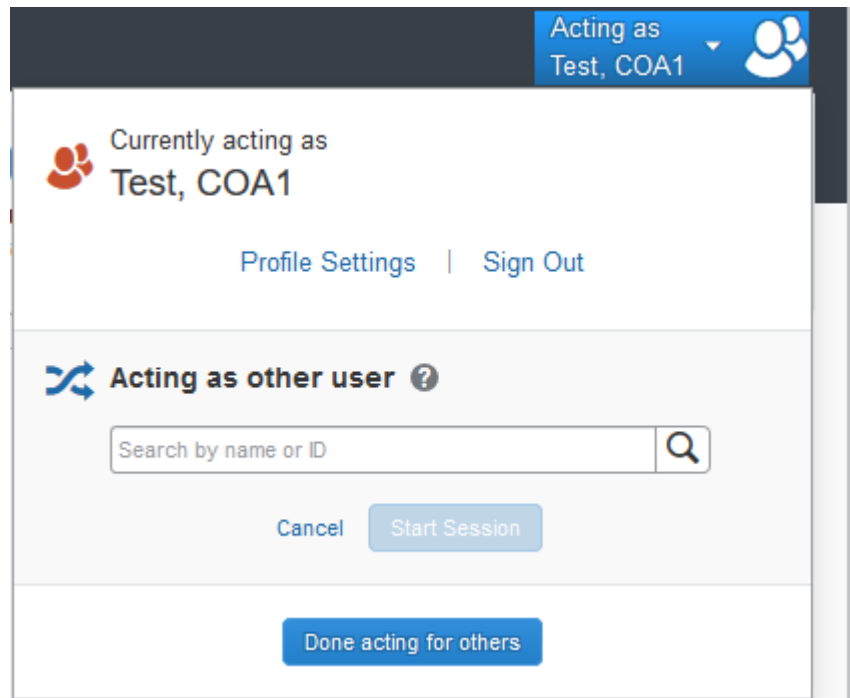
Instead of Profile, you will now see Acting as... highlighted.

Now you can create, review, or approve reports for the selected individual depending on your delegated permission.



Once you are finished acting as a delegate, be such to go back Acting as.... And click the dropdown arrow.

Click on Done Acting for Others button.



## Concur – Acting as a Delegate

You will be returned to your own Concur profile. You can now continue processing your own documents or choose to act as another user.

