

Below are the instructions to add delegates in Concur:

- Visit the [Concur Resource Page](#) and click Login to Concur
- Once in Concur, click on the drop-down arrow for your profile, found in the upper right corner
- Under your name, click Profile Settings
- From the Profile Options page, in the column on the left side of the page, select Expense Delegates
- Enter the email addresses of the individuals who you are appointing as delegates
- Select all the boxes so we can prepare and view your reports/receipts and receive emails, and save
 - While you are in your profile, you may want to make an adjustment to limit the number of emails Concur sends out. In your profile settings, go to Other Settings and select System Settings.
 - From there, uncheck the box for “Send me a daily summary of my queue” and then click Save.
- Sign out of your portal and close the tab.