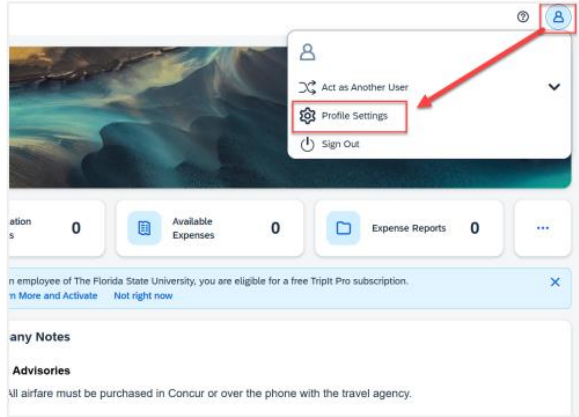
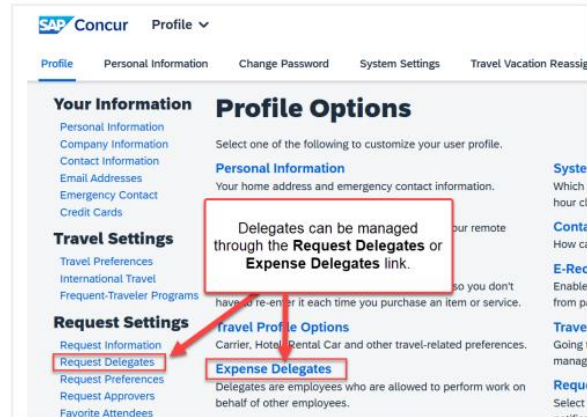


# How to Add or Remove a Delegate

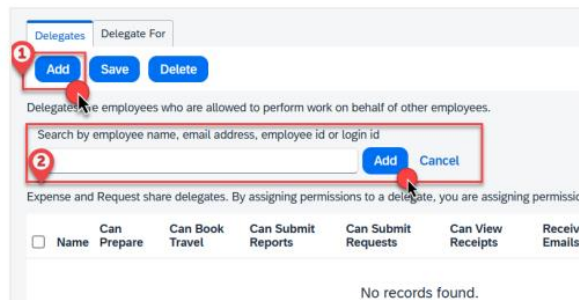
## Concur Quick Start Guide



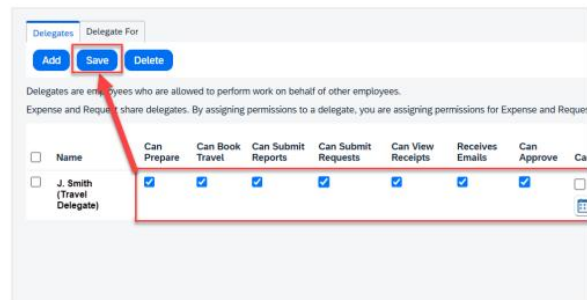
**1** Navigate to your **Concur Profile** and select **Profile Settings**.



**2** Click **Request Delegates** or **Expense Delegates** to manage delegates and permissions.



**3** Click **Add**. Search for the person you wish to add as a Delegate and click **Add** next to the name.



**4** Check the boxes with the permissions you are granting to the Delegate. **Click Save**.

To remove a Delegate, click the checkbox next to the person and click **Delete and Save**.

Please reference the [Concur User Guide](#) for additional guidance.