



## Adding or Removing a Delegate

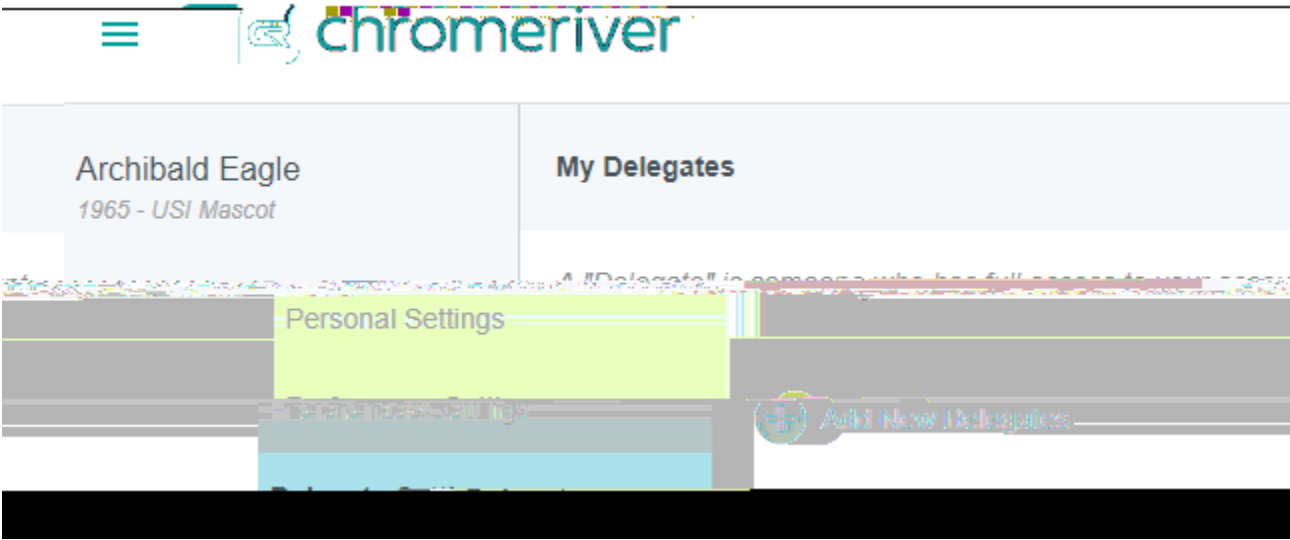
### Adding a Delegate to Your Profile

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# CHROME RIVER USER GUIDE

Under My Delegates, click **Add New Delegates**.

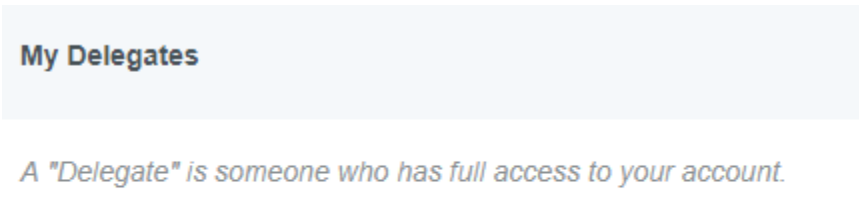


A drop-down menu will appear. Find and select your delegate. You may type in their first or last name.



Once you have located the delegate, select their name, which will then appear under **My Delegates**.

- *Tip:* You may add as many delegates as you would like.



## My Delegates

*A "Delegate" is someone who has full access to your account.*

✕ **Patricia Ticken**  
Travel Buyer





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Under **My Delegates**, find the delegate you want to remove. Click the **x** to the left of their name, and that person will be removed from your delegate list.

## My Delegates

*A "Delegate" is someone who has full access to your account.*

  **Tieken**  
Travel Buyer