ADDING A DELEGATE IN MYEXPENSE

Anesthesia Finance Office

1 Log in to “MyAccess” https://myaccess.ucsf.edu/landing

2 Once logged in, click “Manage Favorites”

3 Search for application named “MyExpense”

4 Open the app and click “Profile” (icon at the top right corner of the screen)

5 Click “Profile Settings”

6 Click “Expense Delegates”

7 Click “add”

8 In the search box, enter the delegate’s last name or email and add all three Anesthesia Finance Office (AFO) analysts to ensure any of them can process future reimbursement requests:

- Gamboa, Consuelo (ariana.gamboa@ucsf.edu)
- Tejada, Sharlene (sharlene.tejada@ucsf.edu)
- Lowe, Jessica (jessica.lowe@ucsf.edu)

9 Please ensure that **all 5 notification checkboxes** to the right of their name are marked.

Can Prepare	Can Submit Reports	Can View Receipts	Receives Emails	Receives Approval Emails
☑	☑	☑	☑	☑

10 Reach out to the new delegates to let them know you have added them.