

# How to become a delegate (adds the ability to book rentals for other employees)

EHIDirect		Admin Access				Profile	Mobile	Help	Sign Out	Start Assisting:
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Home T	ravel	Purchase	Dining	Shipping	Expense					

Jason Moore		
Contact details Edit	Business address Edit	Home address Edit
Email:   Phone (no spaces): Fax (no spaces): Mobile (no spaces): Profile details Edit personal info Edit emergency contact Change Password	Payment cards Edit Add	Delegate Edit People I can book for me None entered
Notifications		Preferences
Set up Notifications to receive updates and addition	al information about your services.	Setting your service preferences can save you time and enable relevant recommendations.
Manage Notifications		recommendations.
		🛞 🕥 Internet   Protected Mode: Off

# Profile | Delegate Access

<u>&lt; Profile Main Page</u> Profile   Personal Info   Addresses and Phone Numbers	What is a delegate? A delegate has access to someone's account and can book services for them. You should become a delegate only if your role involves regular booking of services on the behalf of other employees.
Emergency Contact Payment Cards	People I Can Book For
Change Password	
	You have access to these people's account:
Address Book and Calendar	Name Email address
Add/Edit a contact	
Import/Export contacts	
Edit Calendar Settings	$\frown$
Service Preferences Travel Preferences Dining Preferences	Become a delegate
	People Who Can Book For Me
Notifications	
Delegate Access	These people have access to your account:
Display Settings	There are no delegates for your account.
	+ Add a delegate

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Home	Travel	Purchase	Dining	Shipping	Expense						

### Profile | Become a Delegate

< Profile Main Page	Search
Profile Personal Info	Search for someone working at Test Moore Enterprises to become a delegate for them. You should become a delegate only for people you book services for.
Addresses and Phone Numbers	book services for.
Emergency Contact	Name or email address: Search
<u>Payment Cards</u> Change Password	
Address Book and Calendar View address book Add/Edit a contact Import/Export contacts	Cancel
Edit Calendar Settings	
Edit Calendar Settings Service Preferences	

a Delegate									• 🔊 • 🖻 🖷	• Page
EHIDirect	Admin Access				Profile	Mobile	Help	Sign Out	Start Assisting:	
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Home Travel	Purchase	Dining	Shipping	Expense						

# Profile | Become a Delegate

< Profile Main Page	Search
Profile Personal Info Addresses and Phone Numbers	Search for someone working at Test Moore Enterprises to become a delegate for them. You should become a delegate only for people you book services for.
Emergency Contact Payment Cards Change Password	Name or email address: laura Search
Address Book and Calendar	Search Results
View address book	Name Email address
Add/Edit a contact	
Import/Export contacts	
Edit Calendar Settings	
Service Preferences	Cancel
Travel Preferences Dining Preferences	SUICE
Notifications	