

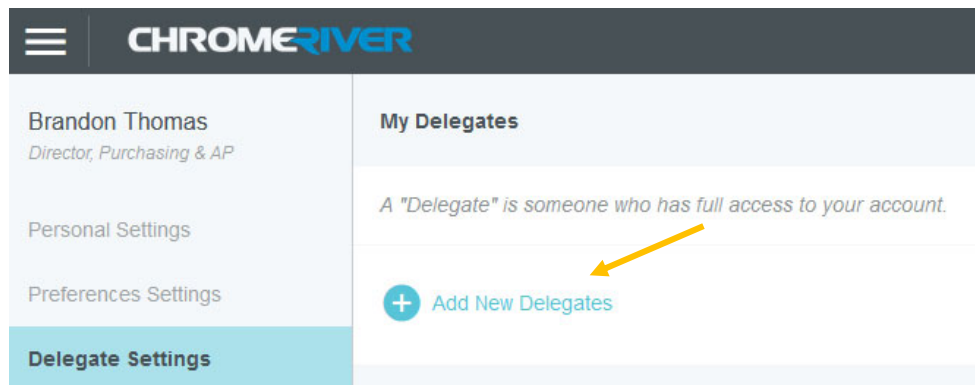
System Setup

While Chrome River has been configured to offer an easy, intuitive experience for users, there are some actions new users may want to take to further improve their experience.

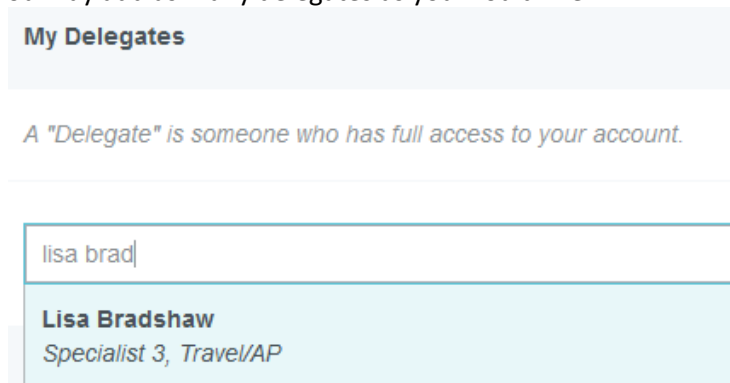
Add a Delegate

If you would like to provide another user access to your account so they can create reports on your behalf, such as an administrative assistant, you will need to add them as a delegate. Giving another user delegate access will allow them to access your Home Screen, Settings, and Inquiry reports, and enter Pre-Approvals and Expense Reports on their behalf.

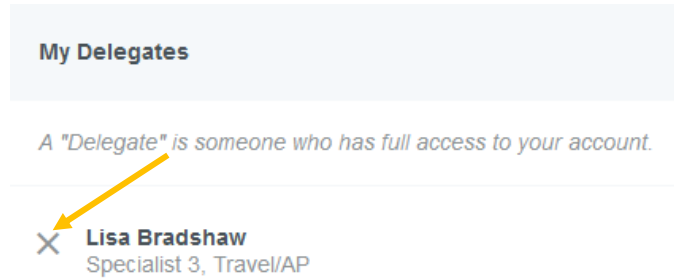
To add a delegate, click on the **User Icon** with your name on the right side of the Navigation Bar and click **Account Settings**. Under **Delegate Settings**, click **+ Add New Delegates**.



Begin typing the user's name and it will appear in the dropdown menu. Click on his or her name to add them as a delegate. You may add as many delegates as you would like.



You may remove delegate access at any point by simply clicking the **X** next to the delegate's name.



Add an Approval Delegate

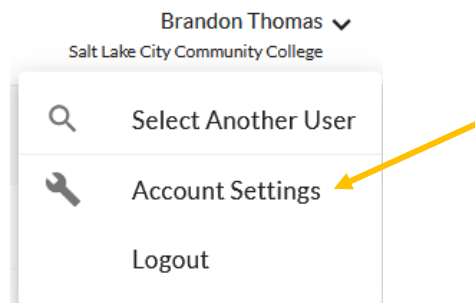
Any delegation of approval responsibilities must be discussed with and approved by the Controller's Office. To setup a temporary approval delegate, contact the Controller's Office at askacontroller@slcc.edu.

Request Delegate Access

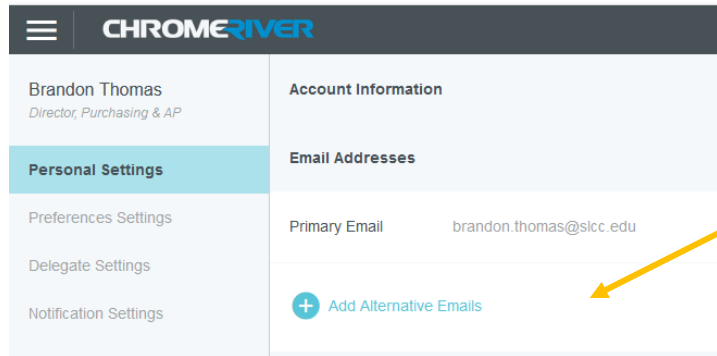
If a user is not able to grant delegate access, you may request delegate access by contacting the P-Card Specialist or Travel Specialist.

Add an Alternate Email

All users have been set up in the system using their slcc.edu email address. Any receipts forwarded into the Chrome River system from a user's slcc.edu address will automatically appear in that user's eWallet. However, some users may want to submit emailed receipts from a non-SLCC email address. Accordingly, you can link a non-SLCC email address to your account. To do so, click the **User Icon** displaying your name in the right corner of the Navigation Bar, and click **Account Settings**.

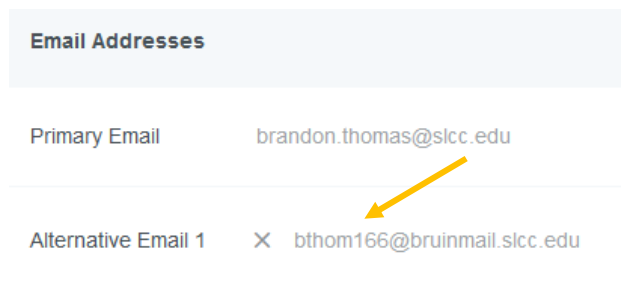


Under **Personal Settings**, click **Add Alternative Emails**.



Enter your non-SLCC email address and click **Add**. You will receive a message indicating that a verification email has been sent to your SLCC.edu email address. Follow the link in the email to verify the additional email address.

You can add as many alternative emails as needed. To remove an alternative email, simply click the **X** next to the listed email address and confirm by clicking **Delete**.



Mobile Apps

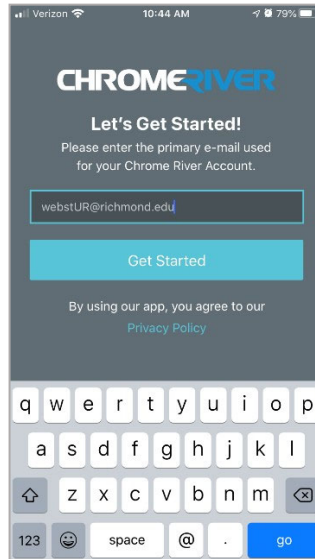
Chrome River is a mobile friendly web application and can be accessed by simply navigating to the link on your mobile device.

Chrome River also offers two apps—Chrome River and Chrome River SNAP. The Chrome River app offers users the same experience as the desktop site, allowing you to create, submit, or approve expense reports and capture and upload receipts right when an expense occurs. However, if you're just looking to submit receipts, Chrome River SNAP is a supplemental app that offers a single-use experience allowing users to take photos of receipts that are automatically uploaded to the user's Receipt Gallery for use in Chrome River.

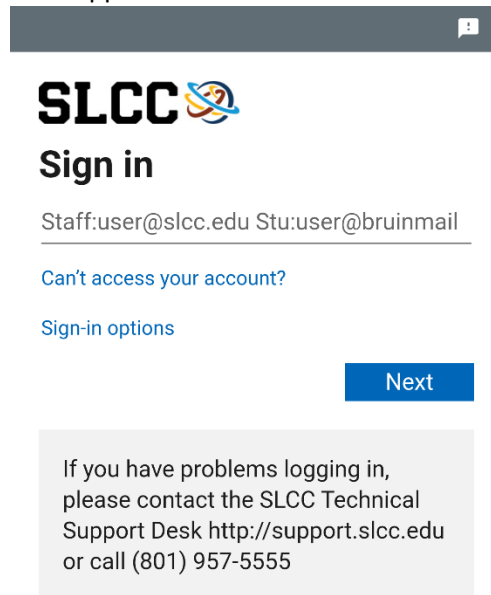
You may download either app from the App Store or Google Play by searching "Chrome River" or "Chrome River SNAP."

Chrome River App

Once you have installed the app, open it, and you will be asked to enter the primary email address used on your Chrome River account, which is your slcc.edu address. Enter and click **Get Started**.



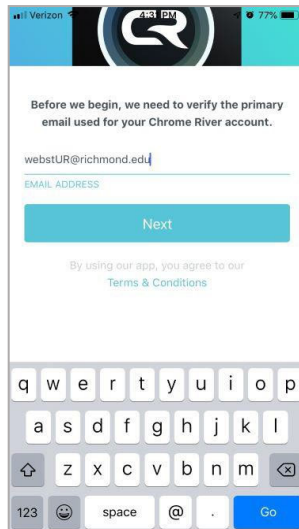
You will now be redirected to a sign-in screen where you will enter your SLCC ID and password. Click **Login** and you will be signed into the app.



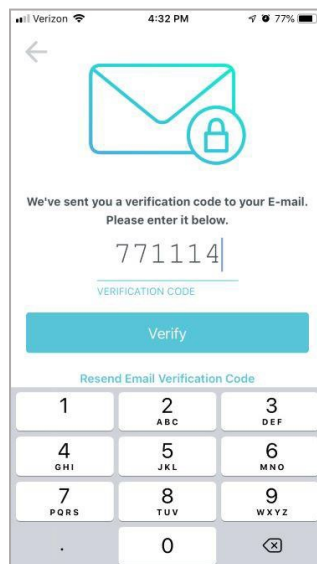
Note that you must provide the app access to your camera in order to use the receipt capture functionality. For additional instructions on how to use the app to submit receipts, see [Uploading Receipts Using App](#).

Chrome River SNAP

Once you have installed the app, open it, and you will be asked to enter the primary email address used on your Chrome River account, which is your slcc.edu address. Enter and click **Next**.



An email with a verification code will be sent to this address. Enter the code in the app and click **Verify**. Note that you must provide the app access to your camera in order to use it.



For additional instructions on how to use the SNAP app, see [Uploading Receipts Using App](#).

