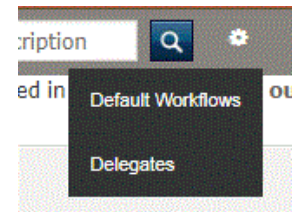# Department Charge

IR1SH CARD

Manage my Delegates

Anyone with Department Charge privileges has access to the **Delegates** tab. Click on the **Tools** icon to open.

A. Use the **Add Delegate** button to add an additional row for a new Department Charge Delegate.

B. All Active delegates will receive the notification emails and be able to submit compliance data for department charge purchases made with your ID card.

C. Use the drop-down to temporarily change a delegate from **Active** to **Inactive**.

D. Add a new delegate by typing their **name**, **NDID** or **netID**.

E. Use the **X** to completely remove a delegate.

F. Click the **Save Delegates** button to save changes.

Delegates for Lori Bush

Net ID - search by name, Net ID or NDID	Delegate for
LHERTZBE Larissa Hertzberg	ID Charge Active