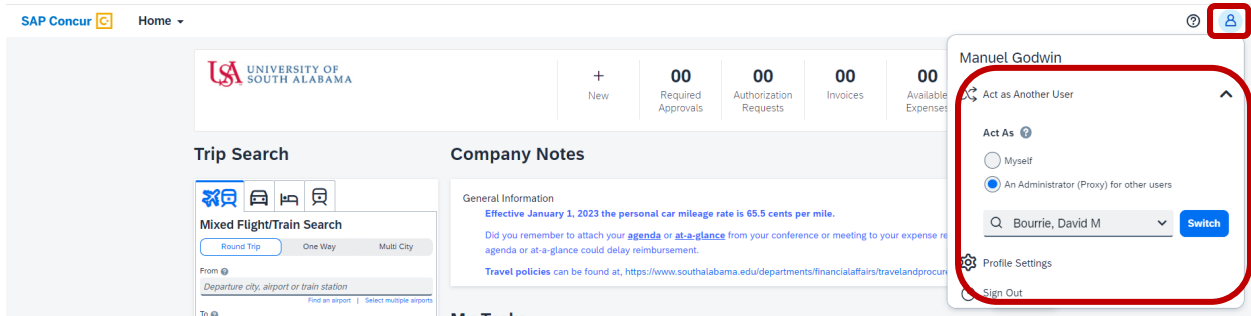# How to act as a delegate for another individual

1. Go to your **Profile** Icon upper righthand side – Acting as other user – **Select** An Administrator (Proxy) for other user radio button – Select the individual you wish to act as – **Click** Switch.

2. After you are finished acting as a delegate Go to **Acting as XXXXX** – **Select** the radio button next to "Myself" – then click Switch.