Selecting Creator Proxies

1. Login to the TEM website using your Enterprise ID and Password:

2. Click on the “My Info” button circled in red below.
3. Click on the “Creator Proxy” tab circled in red below.
4. Select “Expense Report” from the drop down Application field circled in green below.
5. Click on the “Locate User” button circled in blue below, and you will be taken to the Find User form.
6. Type “Flora” in the First Name field and “Gomez” in the Last Name fields. Then click on the Search button circled in red below.
7. Click on the Select button circled in green below to choose Jane Gomez as your Creator Proxy.
8. Click on the “Add Proxy” button circled in red below to add Jane Gomez as your proxy.
9. You will see a Jane listed as one of your Creator Proxies. You can now exit the system by clicking on the “Sign Out” button next to your name in the top right hand corner.