How to Delegate Access in Onelink

Onelink URL: https://onelinkinfo.kaiserpermanente.org/
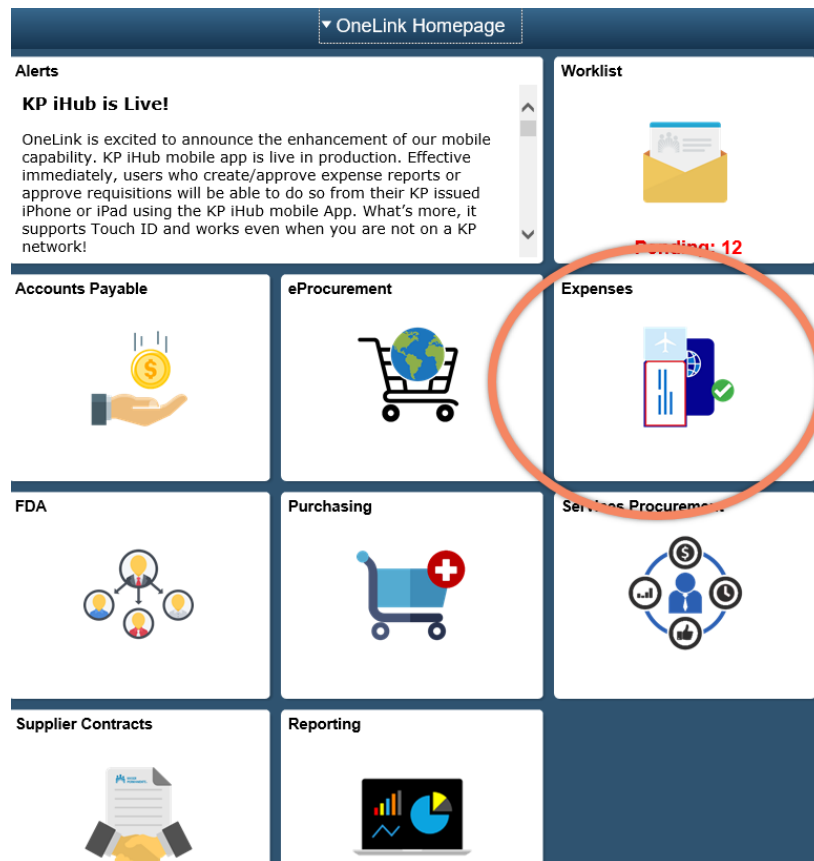
Step 1: Click on **Onelink** (see orange circle below)
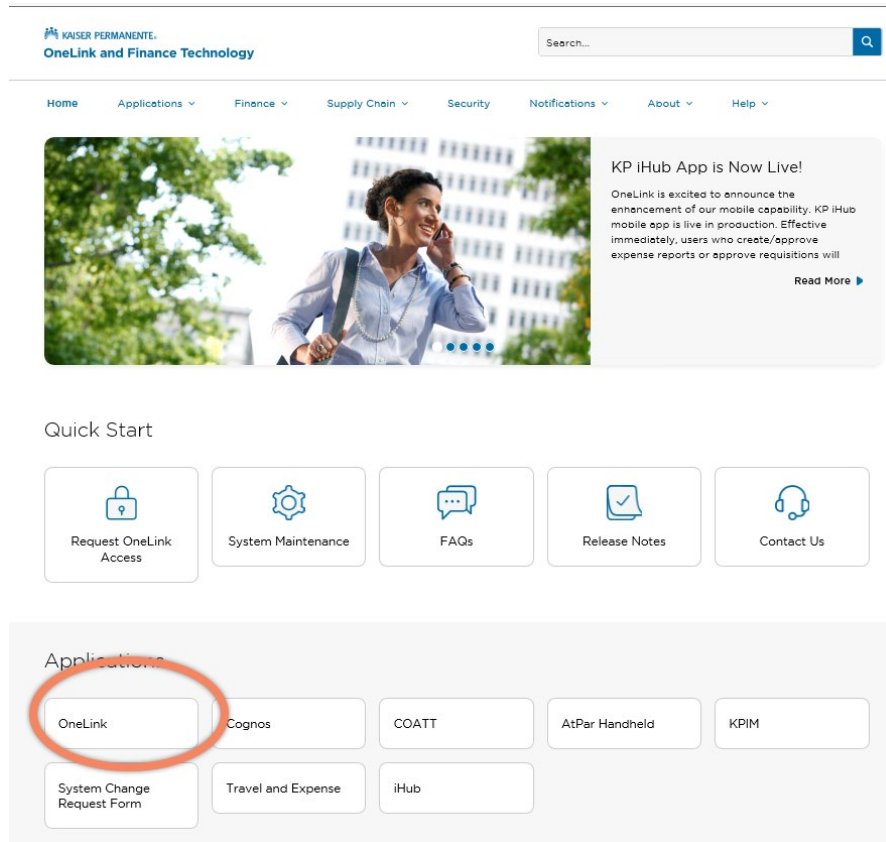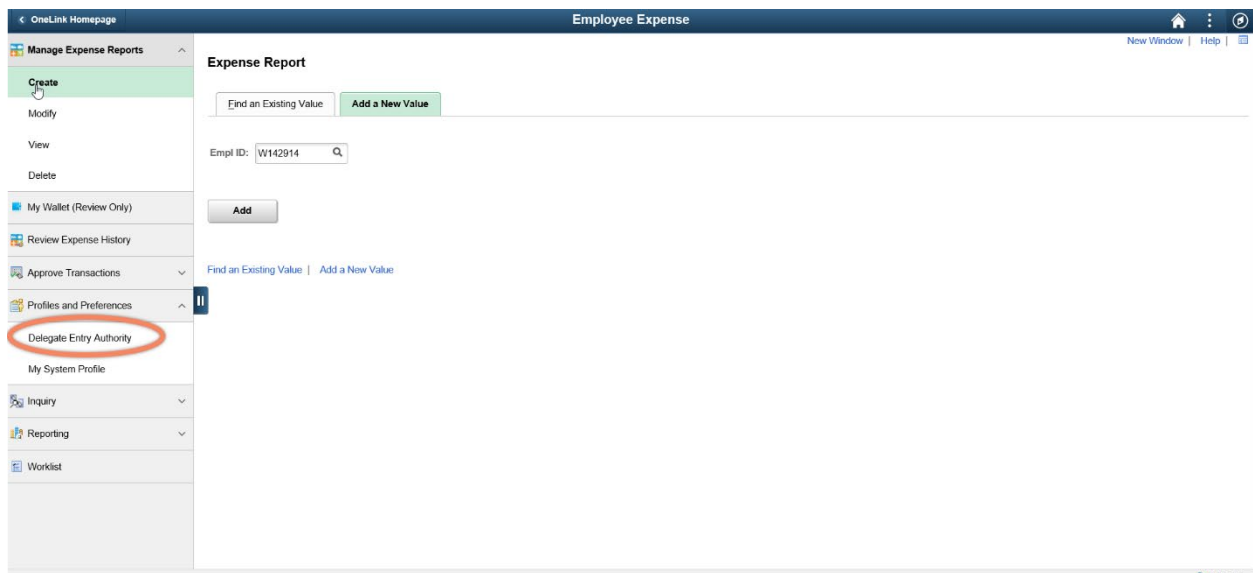

Step 2: Log in using your NUID and password

Step 3: Click on **Expenses**

Step 4: Click on **Profiles and Preferences**
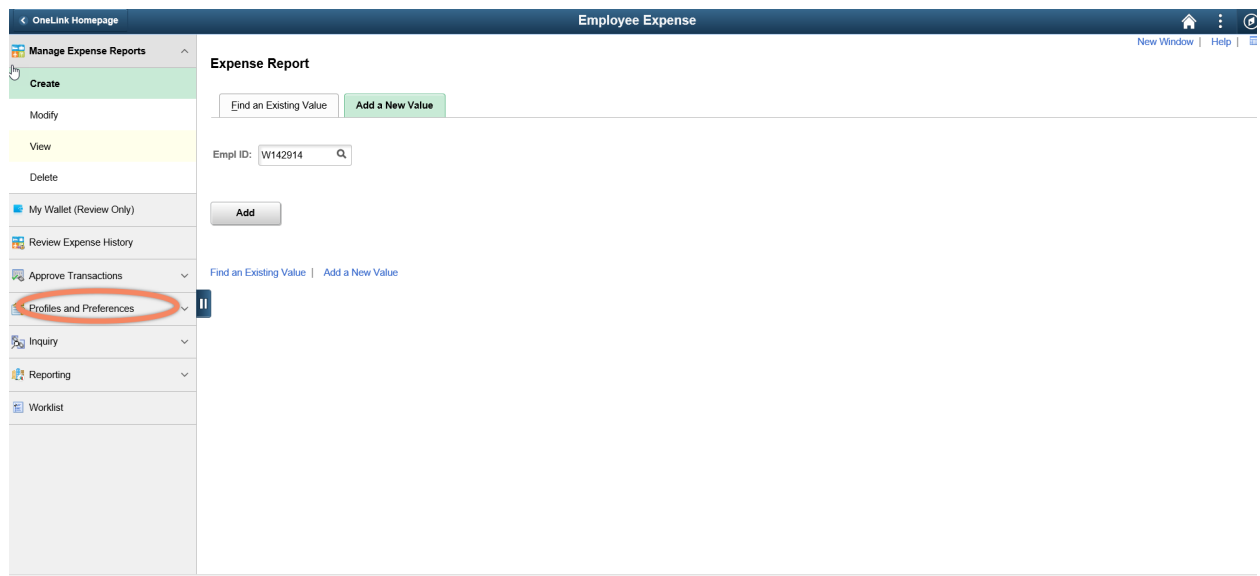
Step 5: Click on **Delegate Entry Authority**

Step 6: Click on the **+** button

Step 7: Yesenia Gaitan (NUID: U342621)

Step 8: **Save** and you are done!