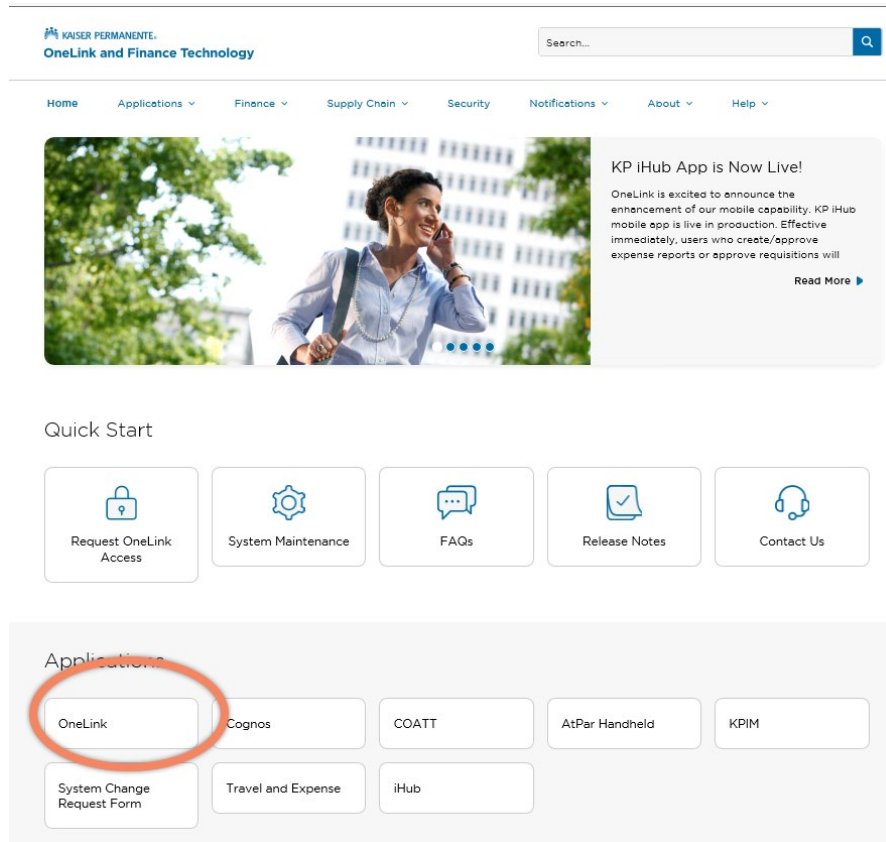


## How to Delegate Access in Onelink

Onelink URL: <https://onelinkinfo.kaiserpermanente.org/>

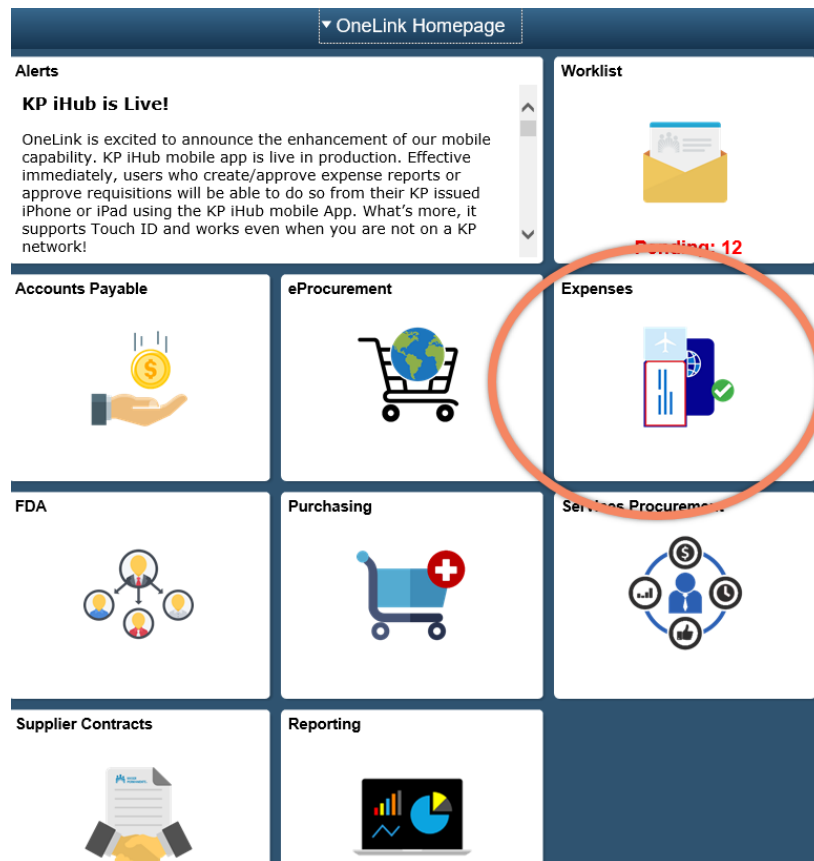
Step 1: Click on **Onelink** (see orange circle below)



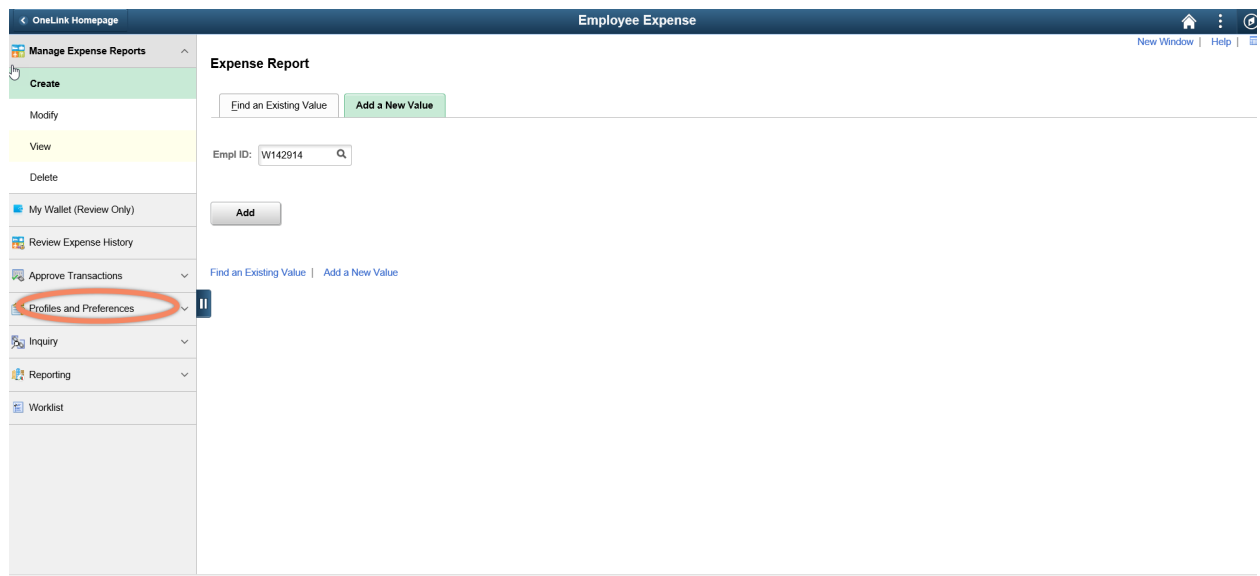
Step 2: Log in using your NUID and password

The image shows the 'Sign On' page of the Kaiser Permanente OneLink portal. The page has a dark blue header with the Kaiser Permanente logo. The main content area is white and divided into three columns. The left column is for 'Sign On' and contains fields for 'National User ID (NUID)' and 'WSSO Password', with links for 'Look up your NUID' and 'Forgot your password?'. The middle column is for 'Manage your account' and contains links for 'Change your password' and 'Change your security questions', as well as a 'Questions?' section with links for 'What is WSSO (Web Single Sign-on)?' and 'User guide'. The right column is for 'First-time user?' and contains a link for 'Activate your account'.

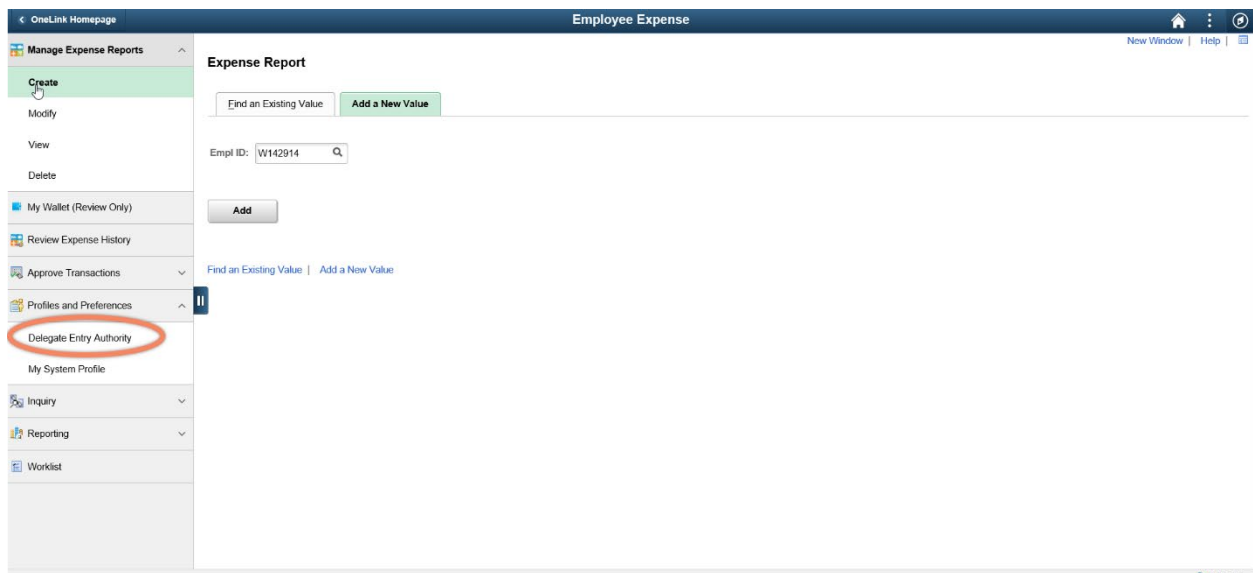
### Step 3: Click on **Expenses**



### 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!

