4. You should see your active job data. If it is correct, select **Next.**

5.1 Create a **User ID** and **Password.** Your user ID must be unique. If you receive a
message saying that the user ID you entered already exists, then you must choose
another one. Also, note the above criteria for user ID and password. (You may wantT/F1 11w9t242013 T

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Step 2: Reviewing User Profile

1. Access PSFIN Self-Service: https://selfservice.fprod.gafirst.usg.edu.
2. Select **Employee Self-Service.**
3. Select **Travel and Expenses > Review/Edit Profile.**

4. Review information on **Employee Data** tab.
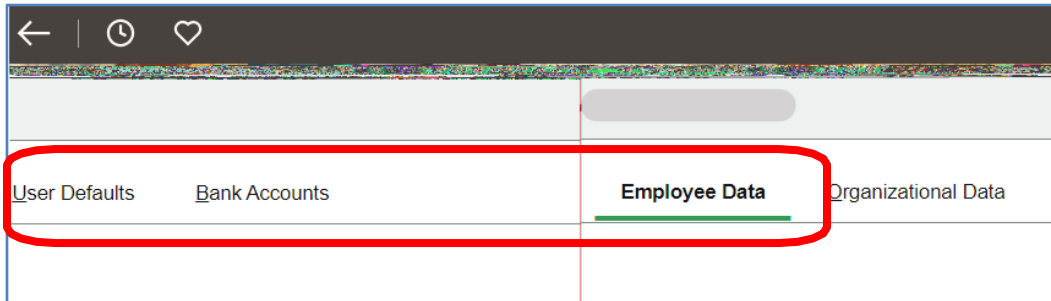
5. Review information on **Organizational Data** tab.

6. Set User defaults on **User Defaults** tab. (Optional: The **Default Creation Method** is automatically set to **Open a Blank Report**; however, if you create the same type of expense report each time, you may wish to add **Expense Defaults** or **Expense Types Defaults**. Each new expense report will be populated with these defaults. You can make manual changes to any fields or expense lines.)

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7. Review information on **Bank Accounts** tab.

Step 3: Delegating Entry Authority

Please Note: A Delegate has the ability to create expense transactions on behalf of others. Adding Delegates can be performed by a user or an expense administrator.

1. Access PSFIN Self-Service: https://selfservice.fprod.gafirst.usg.edu.
2. Select **Employee Self-Service.**
3. Select **Travel and Expenses.**
4. Select **User Preferences.**
5. Select **Delegate Entry Authority.**
6. Add a row by clicking the plus (**+)** button (multiple Delegates can be added).
7. Enter the user ID of the person you are giving authority to

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