Adding a Copilot

To add a Copilot:

1. Log into [Expensify.com](https://expensify.com) (you cannot set this up on the mobile app at this time).
2. Go to **Settings > Your Account** > and scroll down to **Copilot: Delegated Access**.
3. Enter the email address of your Copilot (**josea@layc-dc.org**) and select Full Access (with the ability to approve, edit, or submit reports on your behalf).
4. Click **Invite Copilot**.
5. If your Copilot already has an Expensify account, they will get an email notifying them that they can now access your account from within their account as well.