

Select a Backup Approver

Expand Profile menu and select Account

The screenshot displays the 'Access Online' user interface. At the top left, the text 'Access Online' is visible. Below it, a navigation bar contains 'Dashboard', 'Accounts', 'Transactions', 'Orders', and 'Virtual payments'. In the top right corner, there are links for 'Partner sites', 'Need help?', 'Profile', and 'Log out'. The 'Profile' menu is expanded, showing a list of options: 'User settings', 'Account', 'Notifications', 'Manage account access', 'Add accounts', 'Backup for manager', and 'Accounting code favorites'. The 'Account' option is highlighted in blue, and a blue arrow points from it to the 'Backup for manager' option, which is highlighted with a yellow border. At the bottom left of the profile menu, the user's name 'jpstutzrtp' and a 'Switch user ID' link are shown.

Select your backup and set a timeframe

My Personal Information

Backup for Manager Approval Queue

User ID: PA1BASIC

To assign a backup for your manager approval queue, select a user and define a date range.

When you are unavailable to approve others' transactions, who should approve them?

No approver currently assigned [Select Backup](#)

When do you want to send transactions to the Backup Approver's Manager Approval Queue?

- Do not send
- Send indefinitely
- Send during this timeframe:

 to 
MM/DD/YYYY MM/DD/YYYY

Save

Select a Backup Approver

- Click the *Select Backup* link to search and select your backup.
- Select an option for the duration or timeframe for your backup and save your selections.
- Transactions will go into the backup's Manager Approval Queue for the timeframe you specify but will appear on your queue and history too.