

Need to prepare an EMS expense report for someone whose name does not appear on your drop-down list?

CHANGE:

Effective 6/9/08, if you prepare EMS expense reports on behalf of other people, and need to add an **existing user's name** to your drop-down list, please follow these steps:

1. Complete the [EMS Assistant Request Form](#) (3215 FR.02)
2. Forward the form to your Business Manager or TAC for approval
3. Business Manager or TAC should **email** the approved form to helpdesk@yale.edu (the ITS Help Desk will only accept these requests via email)
4. The *EMS Assistant Request Form* will be processed by the ITS Help Desk within one business day
5. ITS Help Desk will email Business Manager or TAC and cc: the EMS Account Holder and newly-added EMS Assistant confirmation of completed request.

UNCHANGED:

If you need to set up a **new user** who will be preparing expense reports on behalf of other people, or a **new user** who will have an assistant prepare expense reports *for* them, you should still follow these steps:

1. Complete the [EMS Purchasing Card and User Request Form](#) (3215 FR.01)
2. Business Manager must authorize the request
3. Fax the approved form to the Electronic Commerce department at 432-3280; or call 432-3227 with questions.

Questions should be addressed to yems@yale.edu or 432-3227