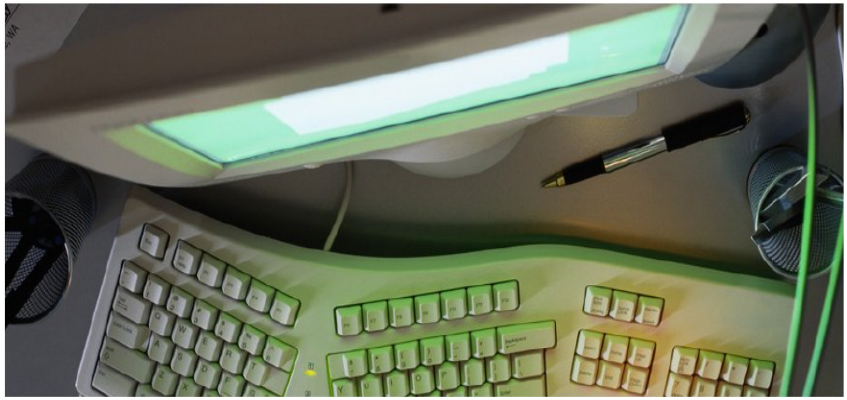
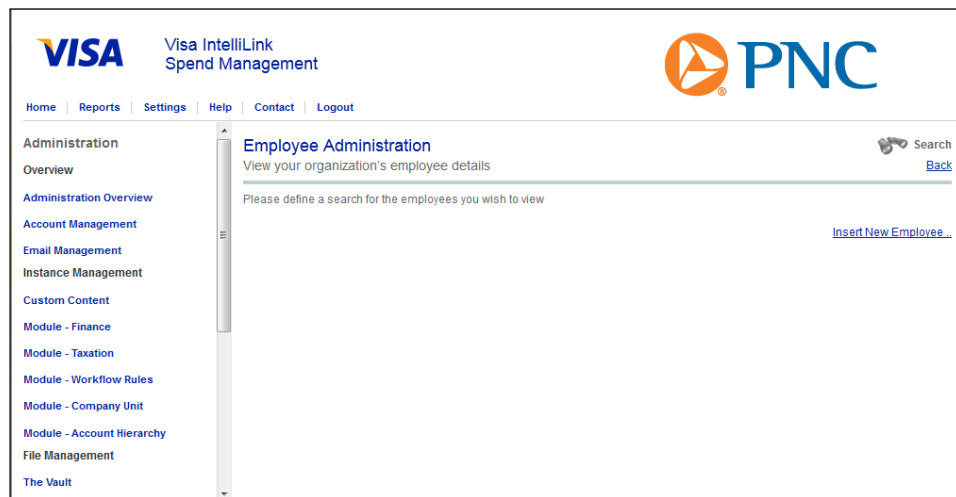


# Visa IntelliLink Spend Management

## Setting Up a New Approver

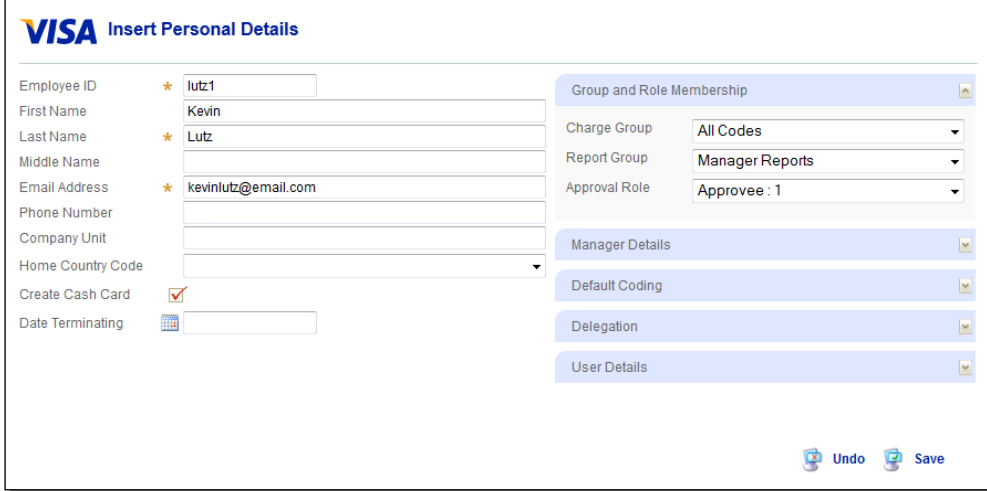


- 1 Click Administration located in the left menu. The Administration Overview screen is shown.
- 2 Click the Employees button located in the Administration Overview screen. The Employee Search screen appears.
- 3 Close the Employee Search screen. The Employee Administration screen is shown.



- 4 Click the Insert New Employee link located to the right of the Employee Administration screen. The Insert Personal Details screen opens.
- 5 Enter the Employee ID, First Name, Last Name, and Email Address in the appropriate fields.
- 6 Click the Create Cash Card checkbox to remove the check.
- 7 Click the Group and Role Membership drop-down shown on the right. The Group and Role Membership section opens.
- 8 If you would like to assign a Charge Group, click the Charge Group drop-down menu. The Charge Group menu is shown.
- 9 Select the appropriate Charge Group, typically "All Codes".
- 10 Click the Report Group drop-down menu. The Report Group menu is shown.

- 11 Select the appropriate Report Group, typically "Manager Reports".
- 12 Click the Approval Role drop-down menu. The Approval Role Drop-down menu is shown.
- 13 Select "Approvee : 1".



**VISA Insert Personal Details**

Employee ID \* lutz1

First Name Kevin

Last Name \* Lutz

Middle Name

Email Address \* kevinlutz@email.com

Phone Number

Company Unit

Home Country Code

Create Cash Card

Date Terminating

Group and Role Membership

Charge Group All Codes

Report Group Manager Reports

Approval Role Approvee : 1

Manager Details

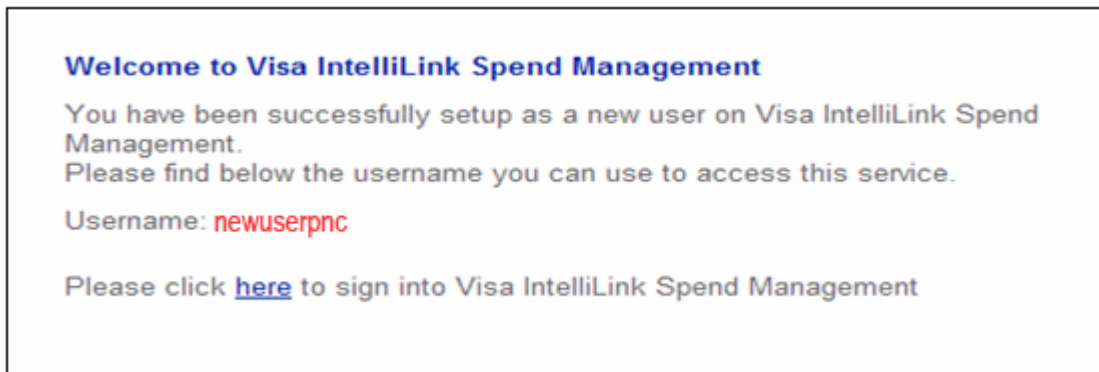
Default Coding

Delegation

User Details

Undo Save

- 14 Click the User Details drop-down section. The User Details section is shown.
- 15 Create a unique Username for the employee. Typically, the email address for the employee is used as a unique Username.
- 16 Click Save. The employee record for the Approver is saved.
- 17 The new user will receive two emails, shown below, within a few hours. The first email provides the user ID:



The second email provides the password which is randomly generated by IntelliLink:



## Welcome to Visa IntelliLink Spend Management

You have been successfully setup as a new user on Visa IntelliLink Spend Management.

Please find below the password you can use to access this service.

Password: **3LHS12#jl**

Please click [here](#) to sign into Visa IntelliLink Spend Management



For further assistance, refer to your Contact Matrix.