# Request FTA Approver for MyExpense

How to request FTA responsibilities in MyExpense.

Note: This process is only used when requesting to be a Financial Transaction Approver in MyExpense. Please review the WVU/WVURC PCard Manual for further explanation of that approver role. If you need Super Delegate access OR access to run reports in EmburseAnalytics, please email those requests to PCardAdministration@mail.wvu.edu.

1. *Log into* **Mountaineer Marketplace**.

2. *Click* on the **WVU ITS Business Information Request** to access the form to make the approver request.
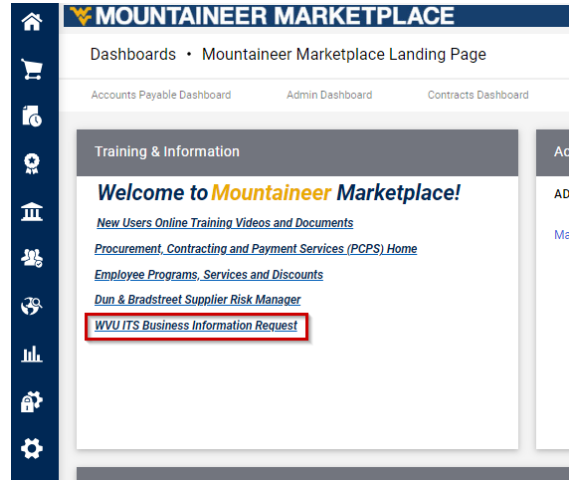
3. *Search* for the **employee** needing the access.

   Enter the **effective date.**

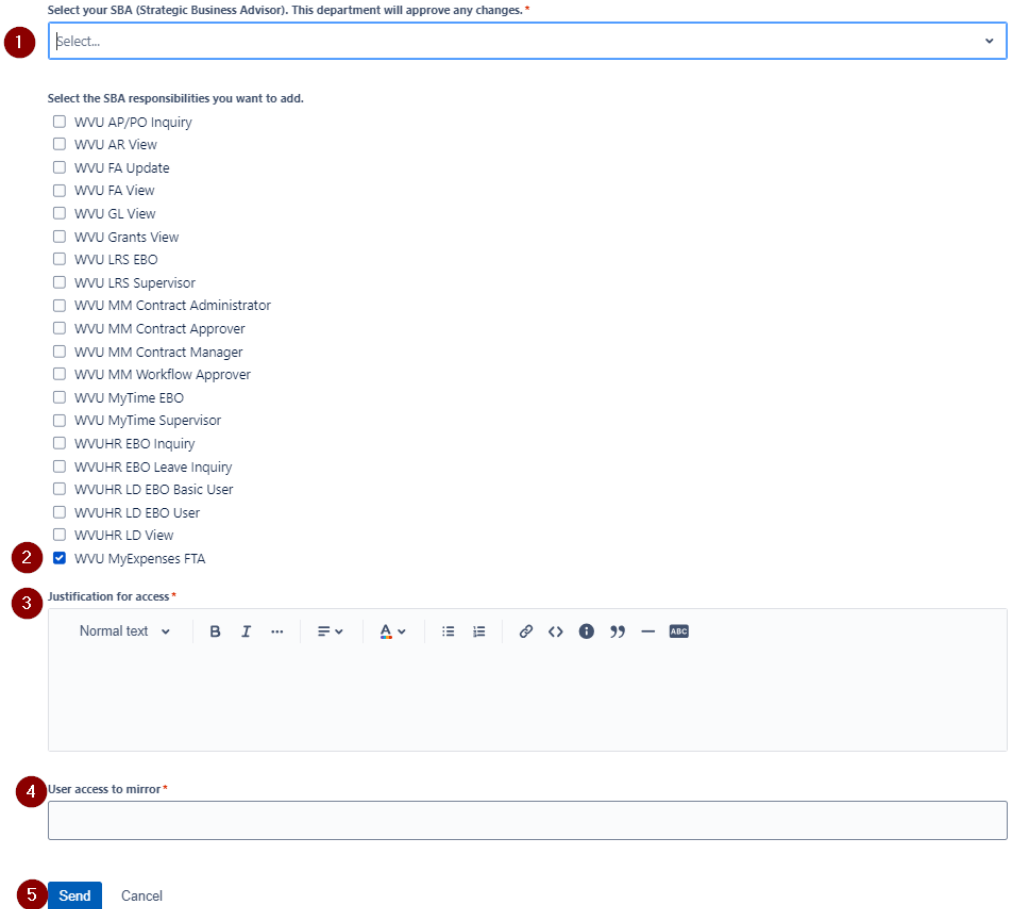   *Select* **Add SBA responsibilities**.

4. Using the *dropdown*, *select* your **SBA (Strategic Business Advisor)**, which will be providing approval for this change.

Select **WVU MyExpenses FTA** in the responsibilities section.

Enter the **Justification** for this access.

Enter the **User Access to Mirror**.

Select **Send** for your request to be routed for the appropriate approval.

Select your SBA (Strategic Business Advisor). This department will approve any changes. *

(1) Select...

Select the SBA responsibilities you want to add.
- WVU AP/PO Inquiry
- WVU AR View
- WVU FA Update
- WVU FA View
- WVU GL View
- WVU Grants View
- WVU LRS EBO
- WVU LRS Supervisor
- WVU MM Contract Administrator
- WVU MM Contract Approver
- WVU MM Contract Manager
- WVU MM Workflow Approver
- WVU MyTime EBO
- WVU MyTime Supervisor
- WVUHR EBO Inquiry
- WVUHR EBO Leave Inquiry
- WVUHR LD EBO Basic User
- WVUHR LD EBO User
- WVUHR LD View
- **(2)** ☑ WVU MyExpenses FTA

(3) Justification for access *

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(4) User access to mirror *

(5) Send   Cancel