1. Grant Financial Authority (GFA) is managed in CIS, and the information is integrated into UShop. To manage GFA, go to the CIS Employee page. Scroll down to the Financial and Business Services section, then click on **Granting Financial Authority** or the GFA icon.

![Image of CIS Employee page with GFA highlighted](image1.png)

2. Now you will see a toolbar that includes the option to **Designate Alternates**. Select **One Account to many Alternates** or **One Alternate to Many Accounts** – whichever is most appropriate to your situation and input the information as prompted.

![Image of Designate Alternates toolbar](image2.png)
3. The Account Executive must go to this same dropdown and select the option **Account Executive Approvals**. The alternates must be approved in order for them to be valid. This information will be integrated to UShop every morning before business hours.

4. The Account Executive may select the Type of approval and may limit this to UShop Transactions only.