

## User Settings

User settings can be accessed through the MY menu.

1. Click on My
2. Click on Settings



Please keep all Settings as you find them except for:

3. Legal Entity: Please enter your regular country's legal entity
4. Cost Centre: Please enter your regular country's cost centre

Hint: Please **do not** put values in Project or Department

The above steps will auto-fill fields for you when creating expense claims, etc.

5. Click Save

