

# InfoReady – HOW TO SUBMIT AN APPLICATION BY PROXY

InfoReady allows users to designate other users as proxies for themselves (i.e. User 1 makes User 2 a proxy for User 1). **Using this method is important so that the application contents are connected with the original/main user's profile, rather than the proxy.**

The only action proxies can take is to submit applications on behalf of the applicant. Proxies are unable to submit reviews or reference letters on behalf of other users.

## Adding Proxies to My Account

1. Go to your profile by **clicking your name in the upper right corner of the page.**
2. On your profile page, scroll down to the section titled *Designate an Applicant Proxy* and click the **Add Proxy** button.

The screenshot shows the 'Designate an Applicant Proxy' section of a user profile. It includes a 'Change Password' button, a description of the proxy role, and an 'Add Proxy' button highlighted with a red box. Below this are sections for 'Applications' and 'Applications For Letters of Intent'.

Application	Category	Status	Awardee?
Name not specified	Approvals	Draft	No

3. Enter the email address or name of the person who will be your proxy.

**Note:** The person will appear in a dropdown menu if they already have an account in InfoReady. The platform will automatically create an account for the proxy if they did not previously have an account in the system with the email address you entered. They do not have to register for or create an account.

4. Click **Add**. **NOTE: Use SFU email addresses**

The screenshot shows a form titled 'Add Your Proxy's Email Address'. It features a text input field containing '@gmail.com,' and two buttons: 'Add' (highlighted with a red box) and 'Cancel'.

5. The person will appear in your list of proxies. (*Delete them at any time by clicking the trash can icon.*)

6. The system will send the proxy an email informing them that they are now a proxy for you.
7. Click **Save Changes**.

**Designate an Applicant Proxy**

You can designate an applicant proxy who can apply to competitions on your behalf.

**@gmail.com** has been added as your Applicant Proxy. Email is on its way to the email address you entered.

Proxy	Assigned By	
Sylvia Sevenster ( [redacted]@gmail.com)	Sarah Applicant ( [redacted]@gmail.com)	<input type="button" value="Delete"/>

[Cancel](#)

Have more questions about this topic? [Go to the Community Forum](#) to pose the question to other users or [submit a support ticket](#) to InfoReady.