

Backup Approvers

The [Mines Contract & Research System \(CRS\)](#) allows you to set a backup approver when you will be out of electronic contact. You do not need to set a backup approver if you have electronic access because you do not need to use the Mines VPN to make approvals and the CRS is mobile friendly.

Set a Backup Approver

Follow these instructions to set a backup approver:

1. Ensure your backup approver is on your team within the CRS. You do not have a way to check this and this has most likely be set by Biz Ops/ Procurement. If you have questions or know you have a new employee, contact [Biz Ops](#) before setting a backup approver.
2. Go to the Mines Contract & Research System (CRS):
https://esmsolutions.enterprisewizard.com/gui2/samlssologin.jsp?project=Mines_Production&State=Main&euiurl=/eui2template/main.php.
3. Login with your MultiPass credentials. The CRS home page is below.



4. Make sure your browser allows pop-ups. If necessary, google “enable pop ups” for your browser (e.g. Firefox) and follow the directions.
5. Click on [My Profile](#).
6. Change the [Work Status](#) field to Out of Office.
7. This will cause the [Return Date](#) field to appear. Complete it.
8. Enter a [Backup Person](#). Use the magnifying glass to find them.

9. The images below show before and after.
10. Then click [Save](#).

What Happens When I Set a Backup Approver

- Primary approvers continue to receive all approver request emails.
- Backup approvers receive an email saying they are your backup approver until your return date.
- When the return date is reached, backup approvers receive an email saying they are no longer your backup app