Identifying Your ERA & Privilege Approver

Go to the Vanderbilt E-Business page and choose the PM login using the single sign on process.

Click on “resource” at the top of the page.

In the “Resource Name or Description” field enter the 6 digit home department of the cardholder/applicant. A list will appear – choose the home department from the list.

Two tabs with lists will appear – click on the “by privilege” tab.

- to locate the ERA click the box for the Procurement & Disbursements list
  Within the Privilege Management list you will find the ERA for the home department. (There should only be one person identified.)

- to locate the Privilege Approver click the box for the Privilege Management list
  Within the Privilege Management list you will find one or multiple Privilege Approvers for the home department.