Remove Team Member Procedure

Summary

The *Remove Team Member* procedure describes how to remove a Team Member's access to IMRF Partner Access. Only the Partner, as the Deduction Org Admin may remove a Team Member's access.

Procedure

1. Perform one of the following actions to enter the **Access Management** screens:
   - In the **My Team** widget, click **View All** in the lower-right corner of the widget.

   OR
   - From the Tool Bar, click the **Administration** (last) icon, and select **Access Management**.
2. If needed, select "By User" in the **View** field on the right, to see the correct view.
3. Using the funnel icon, search for the appropriate contact or select them from the list.
4. Highlight the appropriate contact in green by clicking on them.
5. Click the **View Team Member** button in the box on the right.
6. Click the **Remove Access** button.
7. Click the **Yes** button for the validation message to remove access for the team member.

This procedure is complete.