Summary

The Remove Team Member procedure describes how to remove a Team Member’s access to Employer Access. Only the Authorized Agent as the Employer 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.