



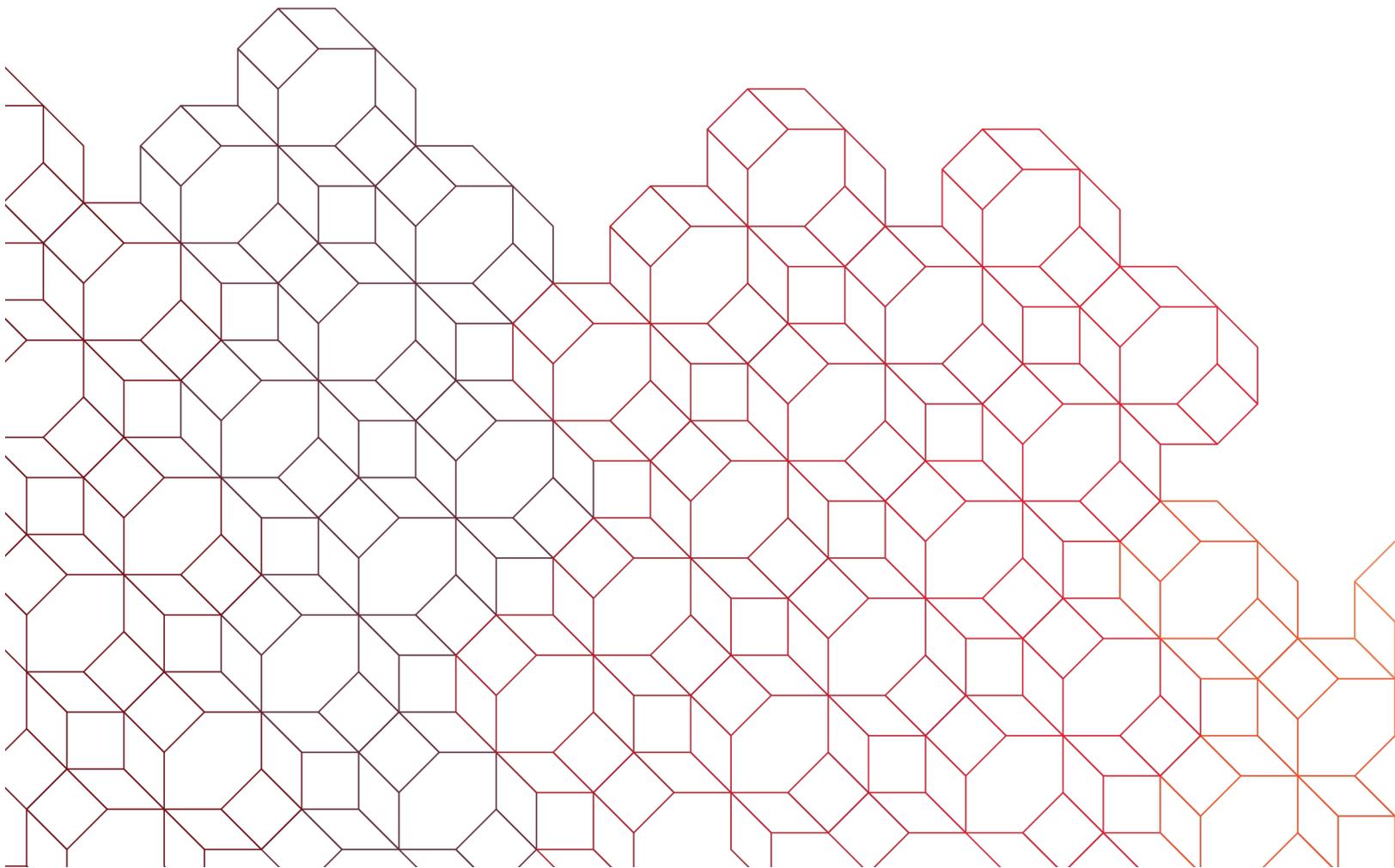
# Exchange

## User Administration – Delete User

This Quick Reference Guide will assist you with instruction for deleting users within Exchange. User Administration allows you to assign detailed permission and functionality to users at your company.

### **BEST PRACTICE**

**It is always a best practice to delete users who have left the company or they no longer perform the job function that requires them to access Exchange. This will help in reduce unauthorized access into the application and prevent potential fraud. Deleting a user will remove them from Exchange and all attached services.**



First step is to locate the user for whom you would like to delete from Exchange.

**Find a User**

You can search based on the user's information. [+ Add a new user](#)

Username	Name	UserType	Email
tinatsterguide1	Tina TesterGuide	COMPANY_ADMIN	email@email.com

- Click the arrow to the right of the user info in order to open their profile.
- Once the user's profile opens, click the "Ellipsis" next to the user's name and select "Delete User".

Home / User Administration / User Summary

## User Summary

tina trainer ⋮

Copy User

Customer Name  
Biz1Cust017 Delete user

Are you sure you want to delete tinatrainner3? ×

Cancel Delete

- You will be asked if you are sure you want to delete the user. Click "Delete" to continue.
- After the user is deleted, you will receive a "successful" delete message and redirected to the User Admin user list screen.

Home / User Administration

## User Administration

tinatrainner3 successfully deleted. ×

**Find a User**