How to guide
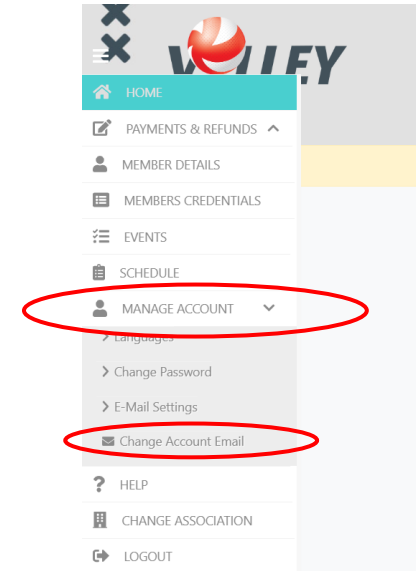
How to Remove a Member from the Account

Removing a Member from the Account

- Log in to your individual account by clicking <u>here.</u>

- On the top left corner of the homepage, click ☰ the three vertical line icon.

- Click 'Member Account' from the list.

- To release a member's account, you have to simply update the username/account email to their own email address.

  - Click 'Change Account Email' from the drop-down list.

  - On the next page, click 👤⁺ next to the member's name whose email associated with the account you want to update.

  - In the permission, choose 'Assign over' if you want to give all access to the new email address.

  - Enter the new email address.

  - Click 'Submit Change'.