

## Removing a user

1. All **Accounts** are displayed on the home screen as follows:

Accounts

1234567 - Duty Transactions: TEST PTY LTD

7654321 - Payroll Tax: EXAMPLE PTY LTD

2. Click on the required account.
3. Click on the **Manage users** menu as follows:

🏠 Summary

👤 Manage users

✎ Amend name

✉ Contact details

4. Click on the **Update** button of the required user.
5. The edit user screen will be displayed.
6. Click on the **Remove User** button.
7. The user is removed from the list of users and will no longer have access to this account.