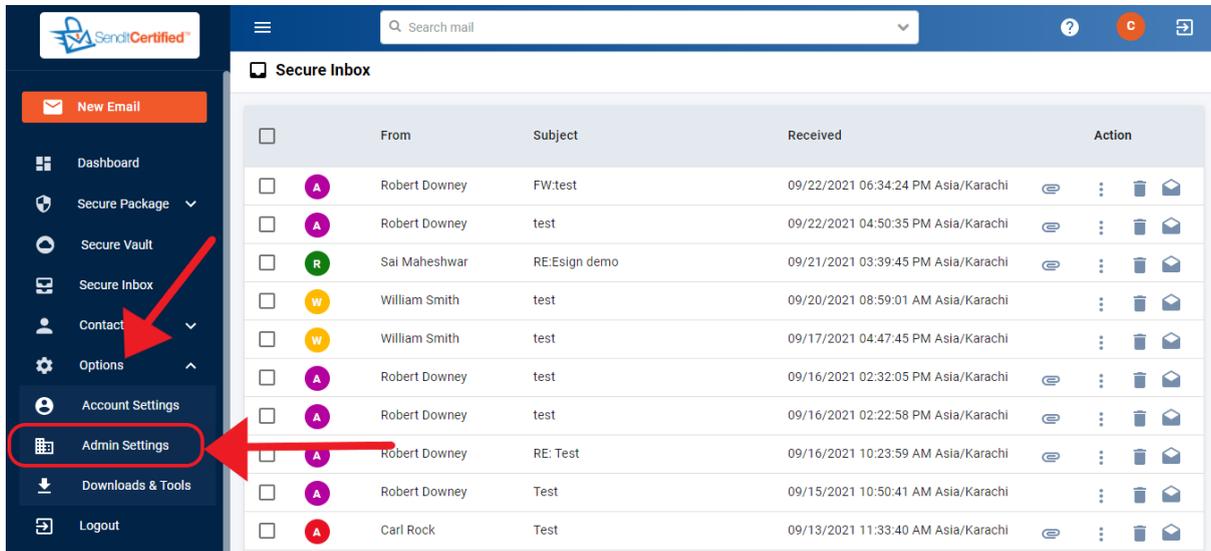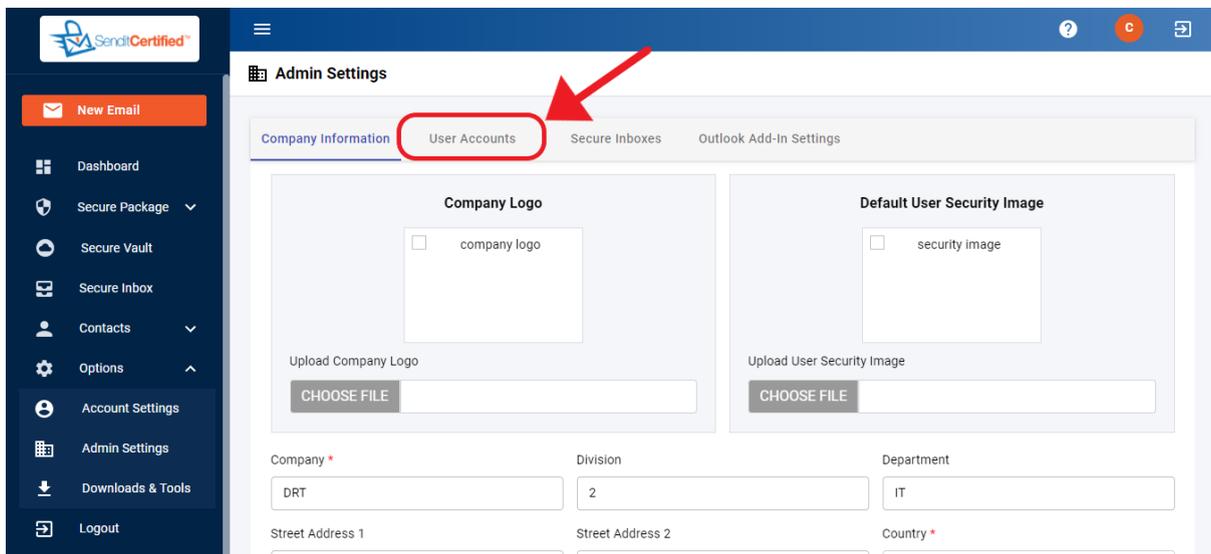# How to Deactivate a Company User

→ Log into your SenditCertified account and on the side menu click on the "**Options**" and select "**Admin Settings**".

→ Once you are in "**Admin Settings**" page select **"User Accounts"** tab.

⟶ Click on the "**Edit User**" icon for the user that needs to be deactivated.

⟶ In status field change the status to "**Inactive"** and then click on the "**Save Changes**" button.

⟶ Notice the status of a user is changed to "**Inactive**" and the user is deactivated. A success message is shown above as "**User account updated successfully**".

⟶ Repeat these steps to deactivate additional users.