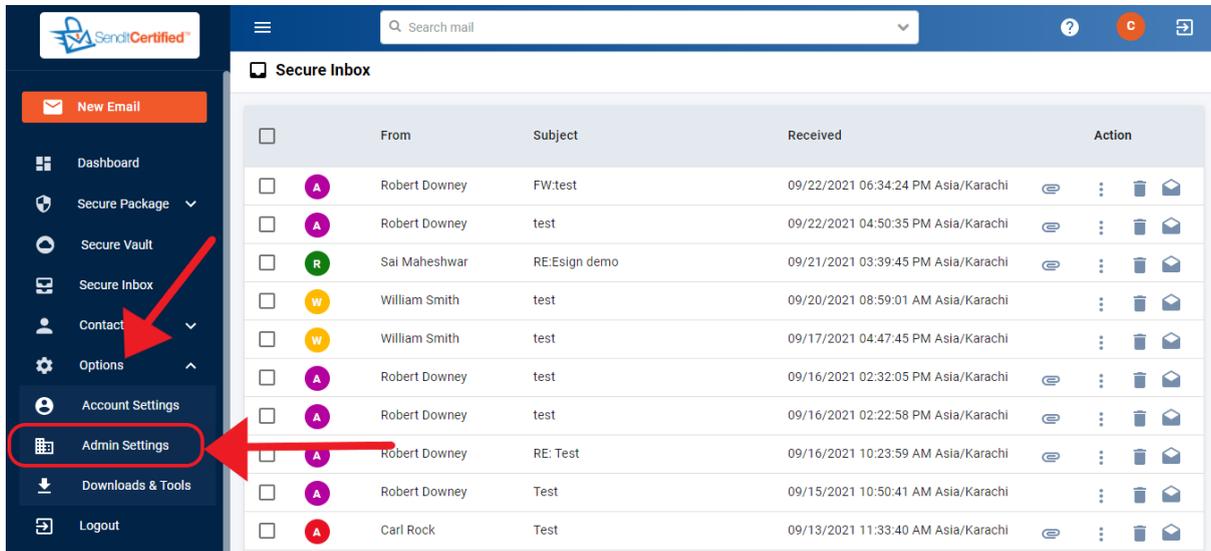
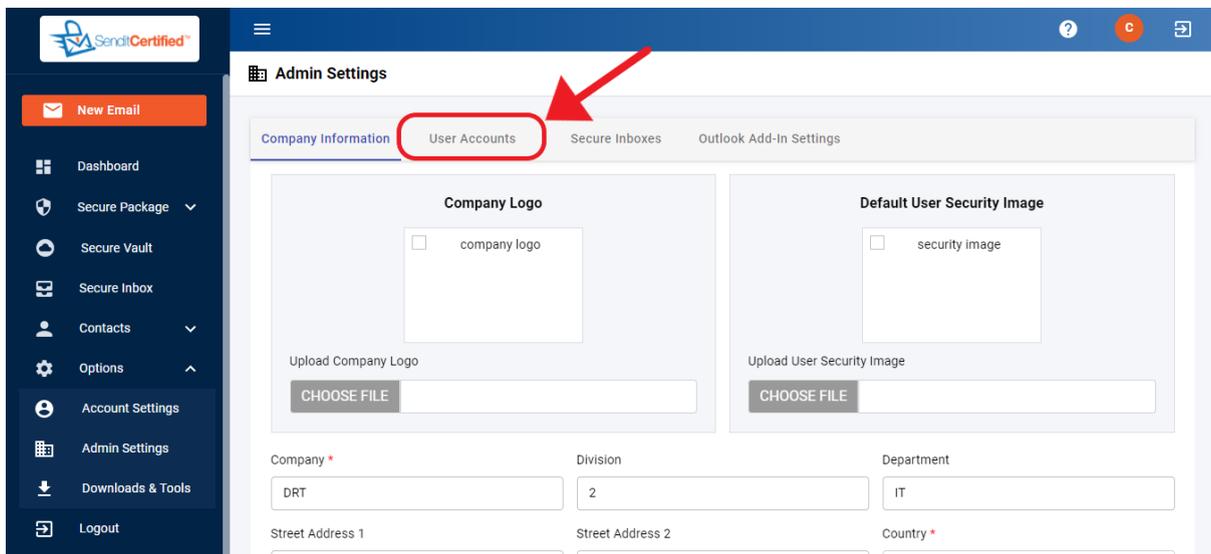


How to Deactivate a Company User



→ 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.

The screenshot shows the 'Admin Settings' page with the 'User Accounts' tab selected. The 'Account Information List' section displays a table of users. The first user, Johann Hill, has an 'Active' status. The 'Edit User' icon (a pencil) for this user is circled in red, and a red arrow points to it. Other users listed are Gvain walton and Brad smith, both also 'Active'. A 'Create User' button is visible in the top right of the list area.

First Name	Last Name	Email Address	Status	Actions
Johann	Hill	zpingo01@risaumami.art	Active	
Gvain	walton	Isaatycomu@gmailwe.com	Active	
Brad	smith	htarek.abeed6@gmailwe.com	Active	

→ Click on the “**Edit User**” icon for the user that needs to be deactivated.

The screenshot shows the 'Edit User' form. The 'Status' dropdown menu is set to 'Inactive' and is circled in red. A red arrow points to the 'Save Changes' button at the bottom right of the form. The form includes fields for 'First Name', 'Last Name', 'Email Address', 'Confirm Email Address', and 'Phone Number'. The 'Use default security image' checkbox is checked.

→ In status field change the status to “**Inactive**” and then click on the “**Save Changes**” button.

The screenshot shows the Admin Settings interface. A green success message at the top right reads "Success! User account updated successfully". Below it, a red arrow points to the "Inactive" status of the first user in the "Account Information List" table. The table has columns for First Name, Last Name, Email Address, Status, and Actions. The first row shows a user named Johann Hill with email zpingo01@risaumaml.art and status "Inactive". The other two rows show users Gvain walton and Brad smith, both with status "Active".

First Name	Last Name	Email Address	Status	Actions
Johann	Hill	zpingo01@risaumaml.art	Inactive	
Gvain	walton	Isaatycomu@gmailwe.com	Active	
Brad	smith	htarek.abeed6@gmailwe.com	Active	

→ 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.