

1. **Click** on User Maintenance wizard group.

2. **Click** on Remove User Wizard.



Remove User: Removing User screen displays.

3. **Locate** the appropriate user.

4. **Review** the user information. If this is the correct user, **select** the Remove User button; if not, **select** the Do Not Remove User button.

5. *(Name of User) Removed* screen displays.

NOTE: *If the user has transactions, you will not be allowed to remove him or her.*