

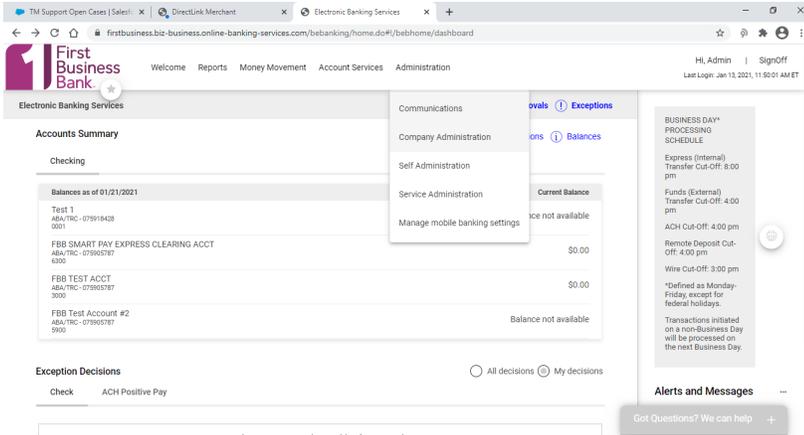
DELETING A NEW USER

ONLINE BUSINESS BANKING



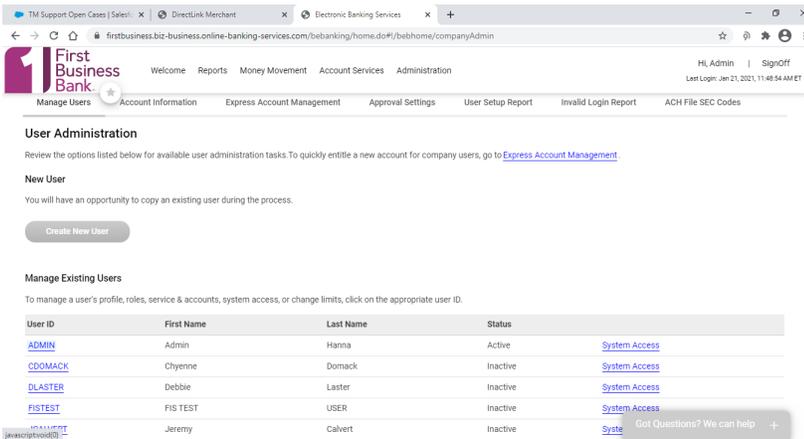
1. MANAGE USERS

From the Welcome screen hover over the “Administration” Tab and choose “Company Administration.”



2. LIST OF USERS

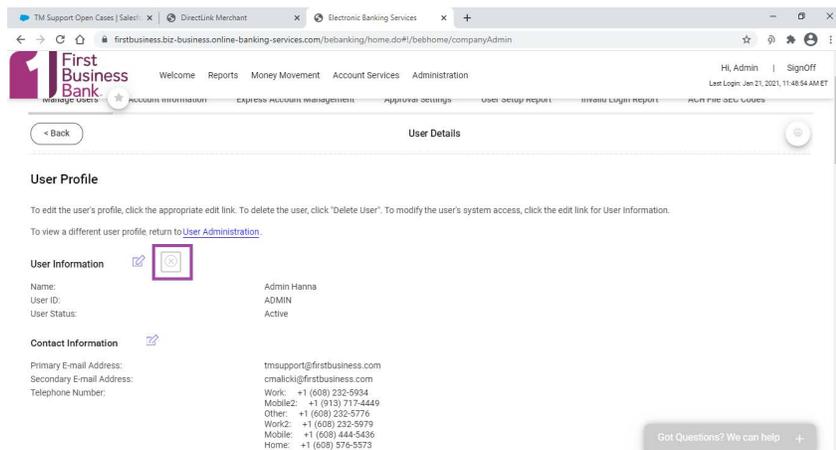
Click on the user ID hyperlink of the user you wish to delete.



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3. DELETE USER

Click on the X inside a circle next to User Information in the User Profile as outlined below.



4. SCROLL DOWN AND DELETE

The screen will refresh and show a message that you have requested to delete the following user. To complete the delete scroll down the page and click on gray Delete User button.

