

# Manage My Referrals

## How do I remove a referral?

1. Go to the Admin Tools tab at the top.
2. Go to Referrals under the Organization Management heading.
3. Select the referral you'd like to remove:
  - a. Scroll down to find the referral you're looking for.
  - b. Search via the search bar in the top right.
  - c. Filter results by date by expanding the Advanced Options arrow.

Referrals  

**MANAGE REFERRALS**  ^ HIDE ADVANCED OPTIONS

From:   To:   Referral Type:   Results per page:  

4. Click on the red trash bin icon on the far right side of the referral.

Date ▾	From	To	Details	
05/30/2024	Susan Mitchell	Shawn Brandt	My friend, Katherine, is helping to organize a banquet next month and her...	 
05/30/2024	Rowan Cabrera	Ryan Cobb	My friend, Louis, is holding a health fair next week and is looking for other...	 
05/29/2024	Taylor McGowan	Carlee Simon	My friend, Justin, is looking for a construction company to help with one...	 
05/09/2024	Sofia Reilly	Elaine Brewer	My friend, Addison, is looking for someone to help plan a banquet next...	 

5. Click on the red Yes, Remove button if you're sure you want to remove the company you've chosen. If not, click on the gray Cancel button and select the company you'd like to remove.



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Note that only Admin accounts can remove a referral.

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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