# Manage My Referrals

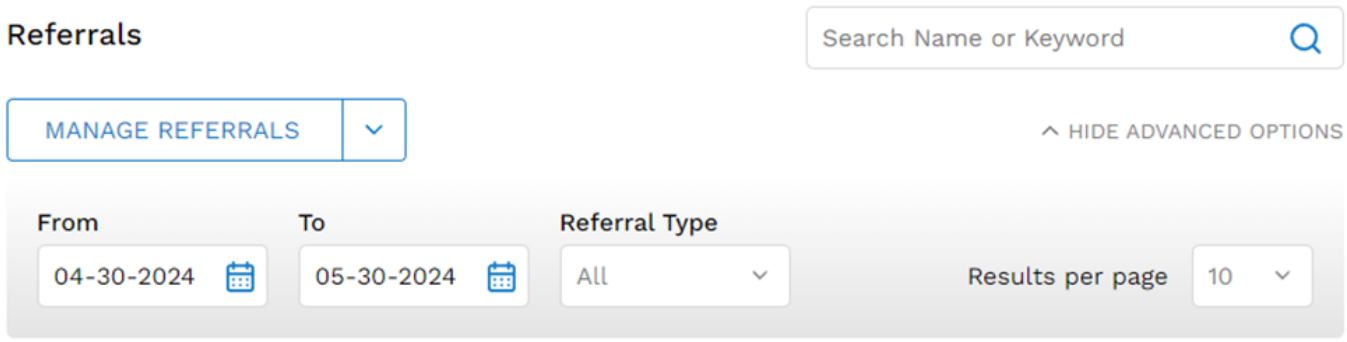
## How do I remove a referral?

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.

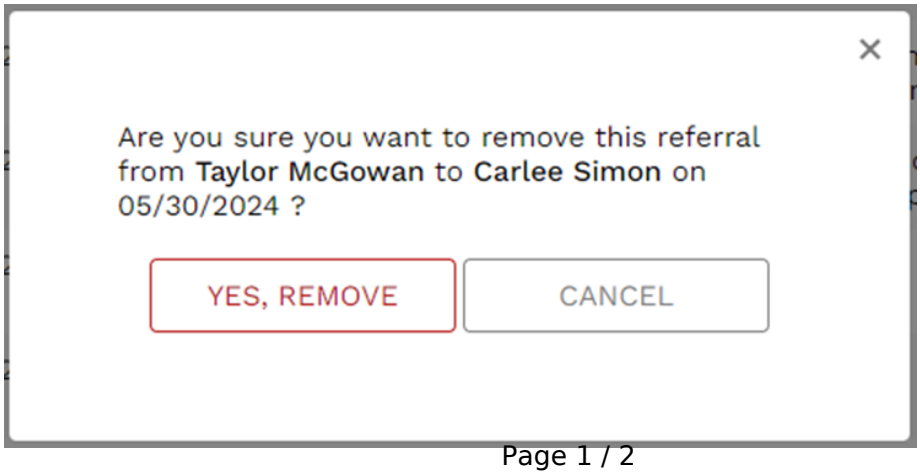
c. Filter results by date by expanding the Advanced Options arrow.




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




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 for additional help.

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