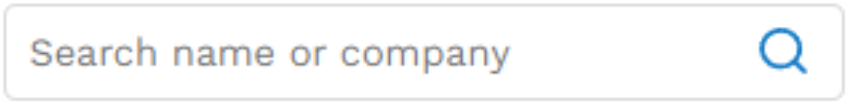
Member Management

How do I remove a member?

1. Go to the Admin Tools tab at the top.
2. Go to Member Management under the Organization Management heading.
3. Select the company you'd like to remove:

a. Scroll down to find the company you're looking for.

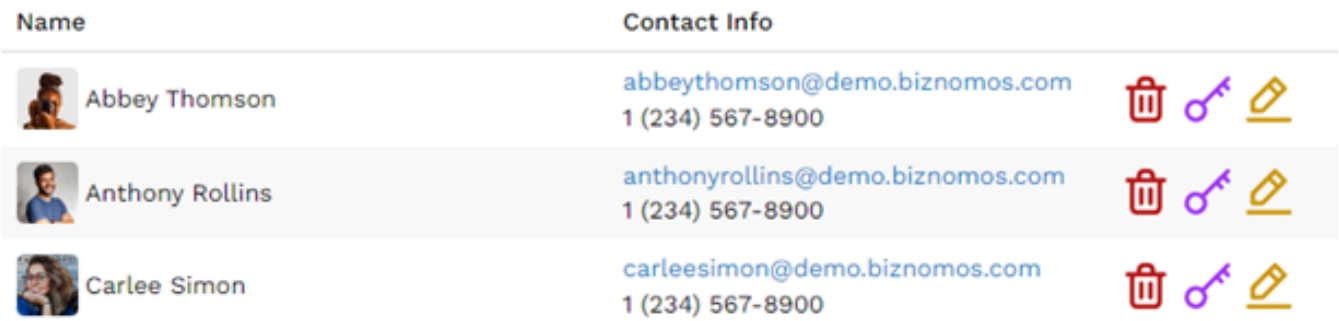
b. Search via the search bar in the top right corner.



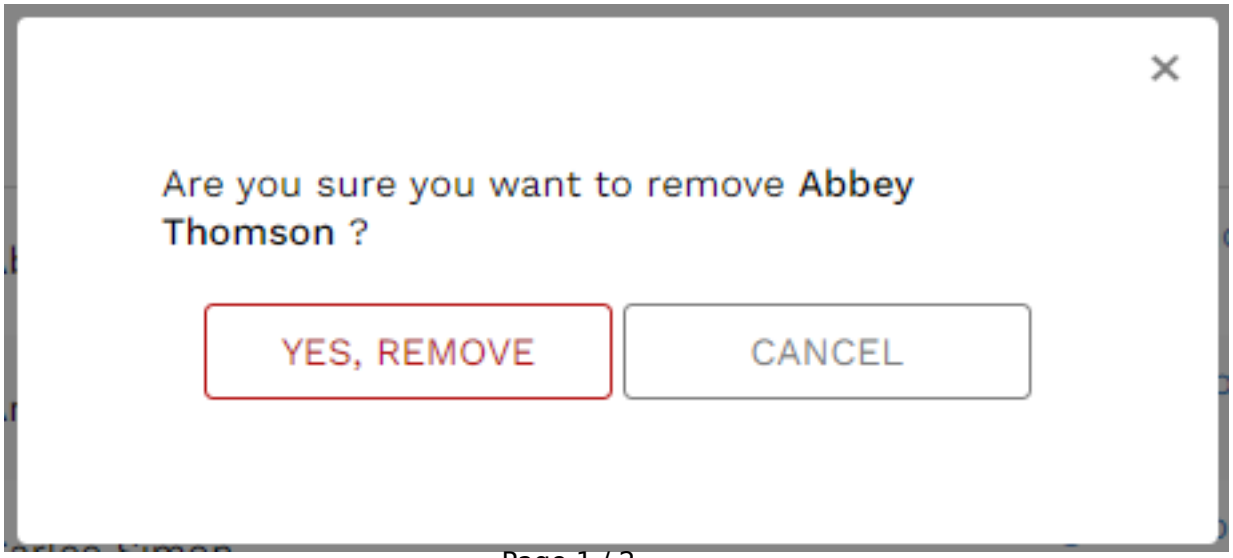
c. Filter results by Member Type by expanding the Advanced Options arrow.



4. Click on the red trash bin icon on the right side of the member's Contact Info.



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



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URL: https://help.biznomos.com/content/9/12/en/how-do-i-remove-a-member.html

Member Management

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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