


# 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.

^ HIDE ADVANCED OPTIONS

Member Type

All

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

Name		Contact Info	
	Abbey Thomson	<a href="mailto:abbeythomson@demo.biznomos.com">abbeythomson@demo.biznomos.com</a> 1 (234) 567-8900	  
	Anthony Rollins	<a href="mailto:anthonyrollins@demo.biznomos.com">anthonyrollins@demo.biznomos.com</a> 1 (234) 567-8900	  
	Carlee Simon	<a href="mailto:carleesimon@demo.biznomos.com">carleesimon@demo.biznomos.com</a> 1 (234) 567-8900	  

- 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.

×

Are you sure you want to remove Abbey Thomson ?

YES, REMOVE

CANCEL

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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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