

Terminating User Access - Single Facility Association

1

Perform a User search with the **Search All** button. Including the last name and partial facility name + % to narrow the search results.



2

In the search results, click the **Last Name** link that corresponds to your facility.

| User Name ↑ | Name | Office Name |
|----------------------------|----------------|---------------------------------------|
| bolockuser | Anderson, Mark | Bolock Funeral Home And Crematory Inc |

3

On the bottom of the user profile screen, click the **Update Offices/ Roles/ Business Functions** link.



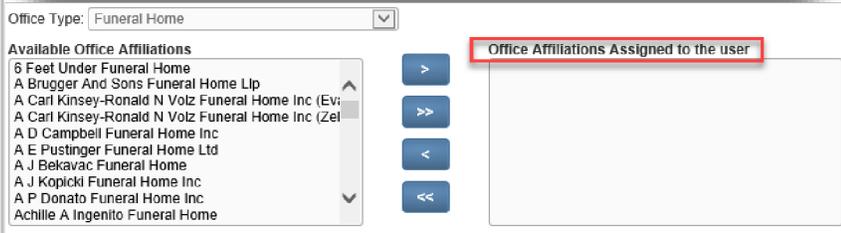
4

Select your **Facility Name** from the **Office Affiliations Assigned to the user** field and click the **Remove Arrow** button.



5

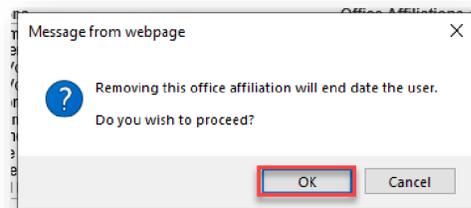
Your facility name is no longer assigned to the user.
Click the **Next** button.



6

A message displays a warning that removing your facility will end date the user.

Click the **OK** button to continue.



7

The User or Data Provider Summary screen displays.

IMPORTANT: The facility association that you removed will continue to display until midnight.

Bolock Funeral Home And Crematory Inc
Mark Anderson is authorized to sign for the following events: Death

| User Type | Office | Roles | Additional Business Functions |
|-------------------|---------------------------------------|--|-------------------------------|
| Funeral Director | Bolock Funeral Home And Crematory Inc | Default Death Funeral Home Administrator | No data found. |
| Total Records : 1 | Total Records : 1 | Total Records : 1 | |

[Update Offices/Roles/Business Functions](#)

8

If you perform a Users search, there will be a date and time in the **End Date** column. This confirms that you have removed the facility association.

| User Name ↑ | Name | Office Name | User Type | Start Date | End Date |
|-------------|----------------|---------------------------------------|------------------|------------------------|--------------------------|
| bolockuser | Anderson, Mark | Bolock Funeral Home And Crematory Inc | Funeral Director | 01/01/1900 00:00:00 | 7/30/2020 11:59:59 PM |
| | | | | | Total Records: 1 |

Facility Administrators with Multiple Facilities

You can only remove one facility association at a time, and it is limited to the facility you selected when you logged in.

If you need to remove more than one facility from an account:

1. Complete the process in **Steps #1 – #9** to remove the facility you selected on the login screen
2. Select **Change Office** from the **Main** menu and select a different facility link on the login screen
3. Repeat **Steps #1 – #9** to remove the additional facility from the account.