


























# Deleting a User

When you delete a User, you do not delete any existing transactions that the User drafted or approved, including recurring transactions. Deletion is permanent, so use caution before deleting a User.

## To delete a user

- In the navigation menu, click or tap **Business > Manage Users**.
- Locate the User that you want to delete. You can browse or search for the User. Click or tap the edit User icon. 
- Click or tap **Delete**.
- Click or tap **Yes** to verify the deletion.
- Click or tap **Close**.