



# Removing an Account

For Company Admins Only

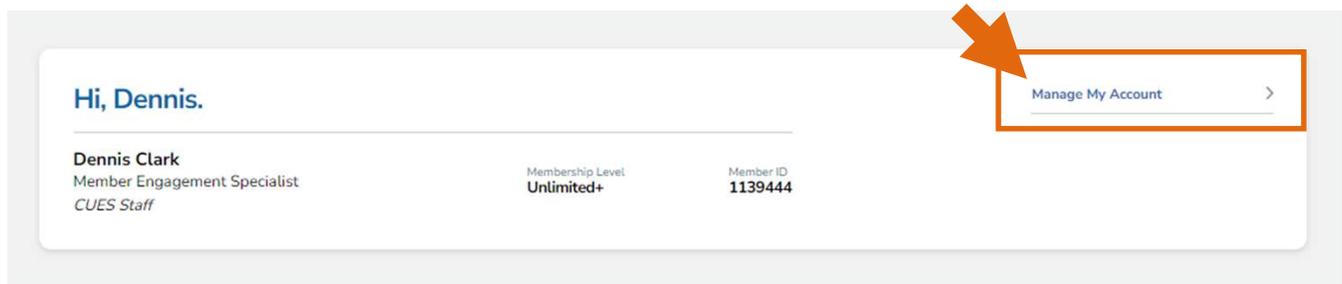
# Removing an Account

When an individual has left the credit union, be sure to remove them from CUES. This process will remove the individual from the membership and remove them as part of your credit union staff/board.

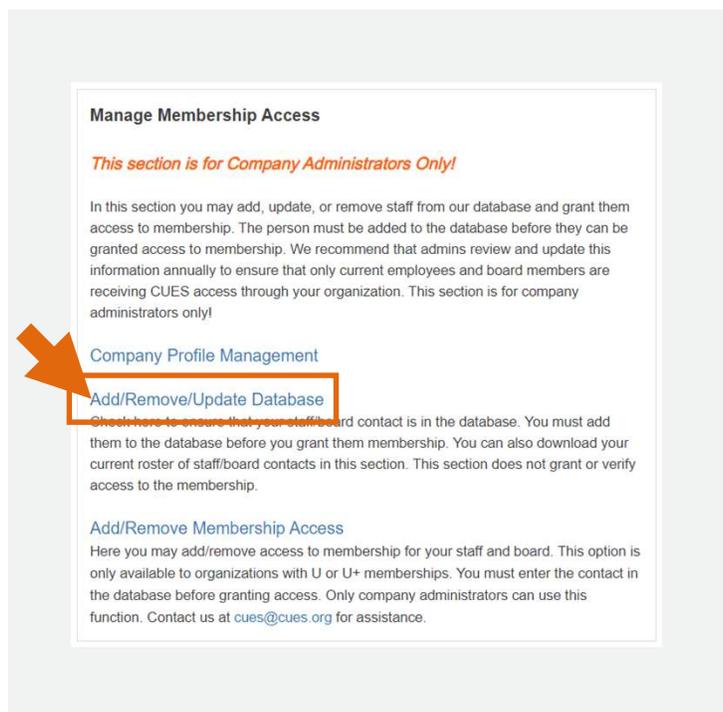
## PROCESS

For company admins only

1. Once you are logged into cues.org, you'll be in the myCUES Dashboard. From here, click "Manage My Account".



2. Scroll down to the "Manage Membership Access" section and click "Add/Remove/Update Database".



## Updating an Account

### PROCESS (cont.)

3. Locate the person whose account needs to be removed in the list on the left-hand side and click on the blue 'Remove' button.

