



# States of Guernsey Population Management

States of Guernsey  
Population Management  
Sir Charles Frossard House  
P O Box 43, La Charroterie  
St Peter Port, Guernsey  
GY1 1FH  
Telephone: +44 (0) 1481 225790  
E-mail: [population@gov.gg](mailto:population@gov.gg)  
[www.gov.gg/populationmanagement](http://www.gov.gg/populationmanagement)

## Removing users from an account:

1. Login to the employer portal <https://populationportal.gov.gg/>
2. Click “working as”

The screenshot shows the top navigation bar of the States of Guernsey Population Management portal. The 'Working as Test Company' button is highlighted with a red box. Below the navigation bar, the 'Applications in progress' section is visible, showing a table with one application: 'ER-0018-6575' for 'Employer Registration—Test Company' with a status of 'Awaiting registration'.

3. Select the account you wish to remove users from

The screenshot shows the 'Agencies' section of the portal. The 'Test Company' account is selected and highlighted with a red box. A 'New' button is also visible next to the 'Test Company' account.

4. Click “select” (this ensures that you are working as the correct agency) then click “users”

The screenshot shows the 'Test Company' account page. The 'Users' and 'Select' buttons are highlighted with red boxes. The page also shows a 'Type' dropdown menu set to 'Employer'.

5. Click on the user you wish to remove (ensure you are removing the correct user)

The screenshot shows the 'States of Guernsey Population Management' interface. The user 'test test' is logged in. The 'Users' tab is selected. A table lists the following user:

Name	Email Address	Role
Test Test	test@test.com	Administrator
Test Test	test@test.com	Administrator

The second row is highlighted with a red box.

6. Select "Remove"

The screenshot shows the user details for 'test@test.com'. The 'Remove' button is highlighted with a red box.

test@test.com

Role: Administrator

Save

7. The user has now been removed from the account and will no longer see the agency within their list.

8. Always check who you are "Working as" before applying for anything.