

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: <u>population@gov.gg</u> www.gov.gg/populationmanagement

Removing users from an account:

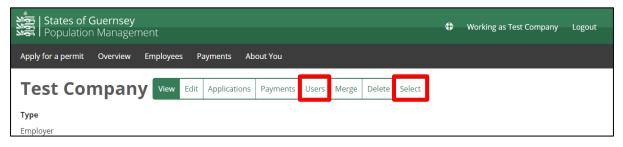
- 1. Login to the employer portal <u>https://populationportal.gov.gg/</u>
- 2. Click "working as"

| States of C | Guernsey n Management | | | | | ¢ | Working as Test Company | Logout |
|--------------------------|--------------------------|-------------|-----------|-----------|----------|---------------|-------------------------|--------|
| Apply for a permit | Overview Employees | Payments | About You | | | | | |
| Applications in progress | | | | | | | | |
| Appl No | Description | | | Job Title | Duration | Submission Da | te Status | |
| ER-0018-6575 | Employer Registration—Te | est Company | | | | | Awaiting registrat | ion |

3. Select the account you wish to remove users from

| States of Guernsey Population Management | ¢ | Working as Test Company | Logout |
|--|---|-------------------------|--------|
| Apply for a permit Overview Employees Payments About You | | | |
| Agencies New Test Company | | | |

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



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

| States of G | uernsey Management | Working as test test Logout |
|--------------------|---|-----------------------------|
| Apply for a permit | Overview Employees Payments About You | |
| test test | View Edit Applications Payments Users Merge Delete Select | |
| Add | | |
| Name | Email Address | Role |
| Test Test | test@test.com | Administrator |
| Test Test | test@test.com | Administrator |

6. Select "Remove"

| States of Guernsey | • | Working as test test | Logout |
|---|---|----------------------|--------|
| Apply for a permit Overview Employees Payments About You | | | |
| View Edit Applications Payments Users Merge Delete Select | | | |
| 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.