



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 text 'Working as Test Company' is highlighted with a red rectangular box. Below the navigation bar, there is a menu with 'Overview' selected. The main content area displays 'Applications in progress' with a table containing one entry: 'ER-0018-6575 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. A 'New' button is visible next to the 'Agencies' heading. The text 'Test Company' is highlighted with a red rectangular box.

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

The screenshot shows the 'Test Company' profile page. The 'Users' button and the 'Select' button are highlighted with red rectangular boxes. Below the buttons, the 'Type' is listed as '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. At the top, it says 'Working as test test' and 'Logout'. Below the navigation bar, there are tabs for 'View', 'Edit', 'Applications', 'Payments', 'Users', 'Merge', 'Delete', and 'Select'. The 'Users' tab is active. Below the tabs, there is an 'Add' button. The main content area displays a table with columns for 'Name', 'Email Address', and 'Role'. The table contains two rows, both for 'Test Test' with email 'test@test.com' and role 'Administrator'. The second row is highlighted with a red border.

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

6. Select "Remove"

The screenshot shows the user details for 'test@test.com'. The 'Remove' button is highlighted with a red box. Below the email address, there is a 'Role' dropdown menu set to 'Administrator' and a 'Save' button.

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.