



Step by Step

## How To

# Delete a Portal User

*This How To article explains how to delete a portal user*

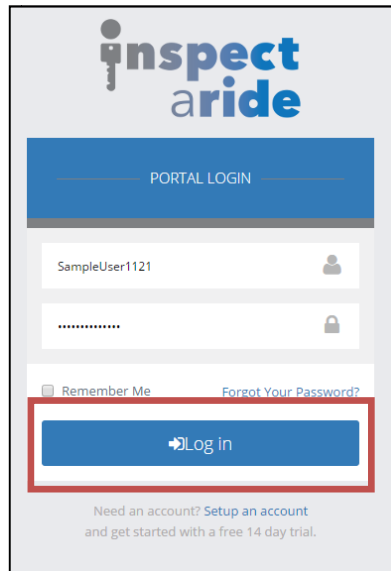
For a complete list of available How To documents visit the Support section of our website: [www.inspectaride.com/support/](http://www.inspectaride.com/support/)

# HOW TO: DELETE A PORTAL USER

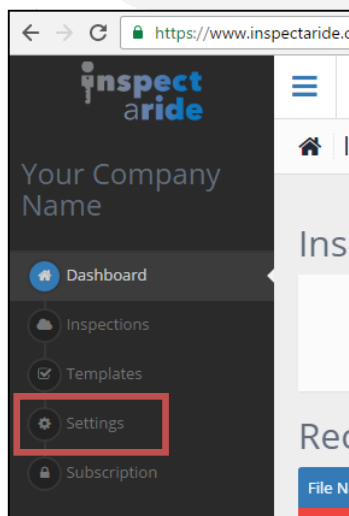
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**You can have multiple portal logins to the same InspectARide cloud account. These are easy to set up and easy to delete if they are no longer needed. Only an Administrator is able to delete a portal user.**

1. The first step is to login to the InspectARide portal. This is done by entering your username and password here: <https://www.inspectaride.com/login>

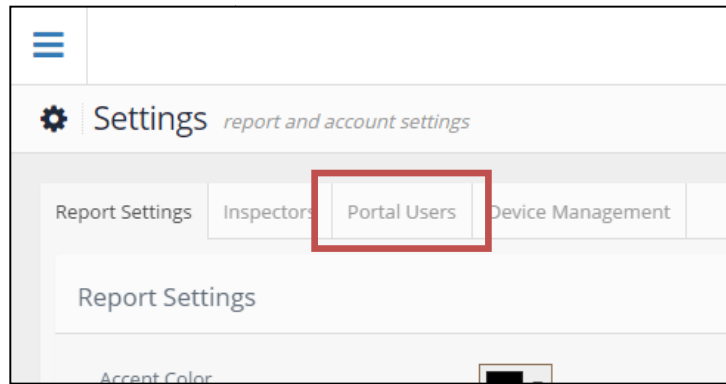


2. Once logged in, go to 'Settings'.

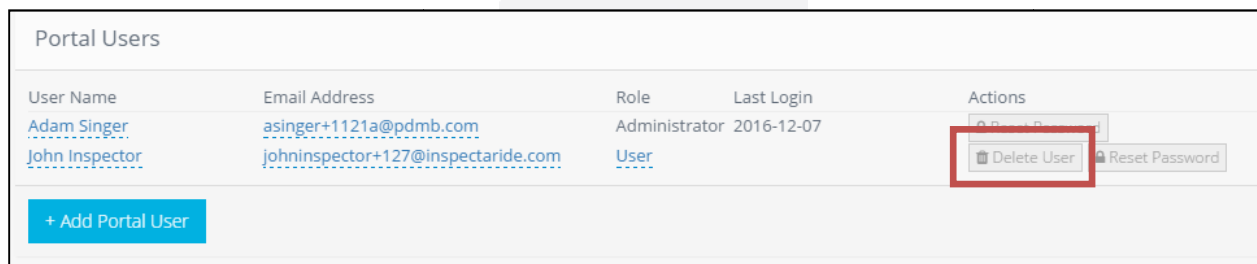


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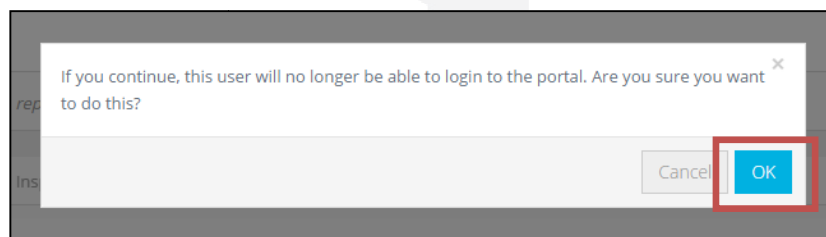
- Next, tap on the 'Portal Users' tab.



- Here you will see a list of all of your current Portal Users and the details about each. To the right, under 'Actions', you have the option to 'Reset Password' or 'Delete User'. You are not able to delete the account that you are logged in as so in this example we will delete the John Inspector user. Let's tap on 'Delete User'.



- A message appears asking if you are sure you want to do this. Tap on 'OK' to continue.



- A message will appear that says 'User Deleted'. Tap on 'OK' and you can now see that the user was deleted.

