

FOR GROUP ADMINISTRATORS ONLY

How to remove a user

USER TIPS FOR THE SECURE EMPLOYER WEBSITE

You will need

- A valid account on the Premera secure Employer Website with a Group Administrator role
- First and last name of the user you wish to remove

Steps

1. Log into the secure Employer Website (see How to Log In).
2. From the Dashboard main menu, select: Tools/Manage Access.
3. On the Manage Access page, locate the current user you will be removing.
4. Click the trash can icon next to that user.
5. You will be prompted to confirm that you wish to remove the user.
 - a. Read the confirmation text carefully.
 - b. Click YES to remove the user from the Employer Website.
 - c. Click Cancel to return to the Manage Access page without removing the user.

By deleting a user you are removing their access to the secure Employer Website. This has no impact on the user's access to other Premera services (for example, access to Help Desk or financial reports). To remove a user's access to other services, you must call the Help Desk at 800-722-9780 or contact your Premera Account Manager.

Notes

- Users removed from the Employer Website can be re-invited later if necessary.
- The removal is effective immediately. Any future attempt by that user to log in will be rejected.