How to Remove Administration Feature from User Quick Guide

Introduction

This quick guide explains how to remove the Administration feature from a user. Once the feature is removed, the user will no longer be able to view, add, or maintain other users within your company.

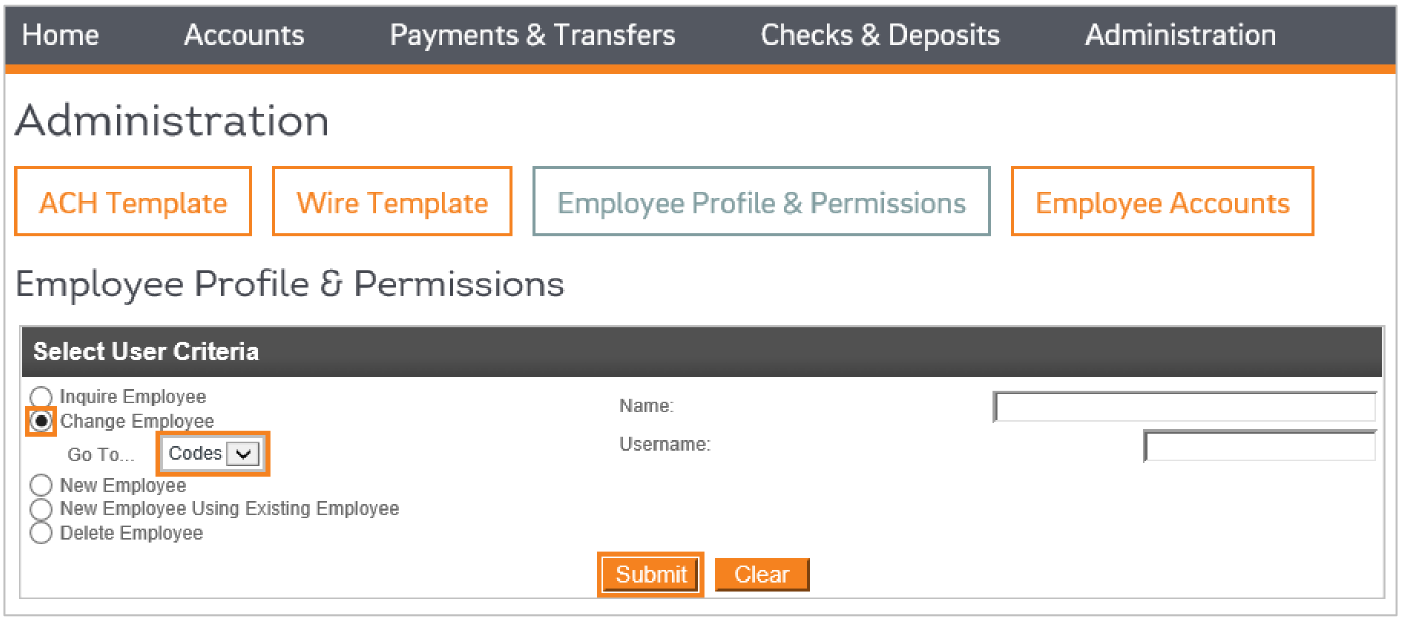
Remove Administration Feature

1. At the top of the homepage, click on **Administration**.

2. Under the Administration section, click on **Employee Profile & Permissions**.

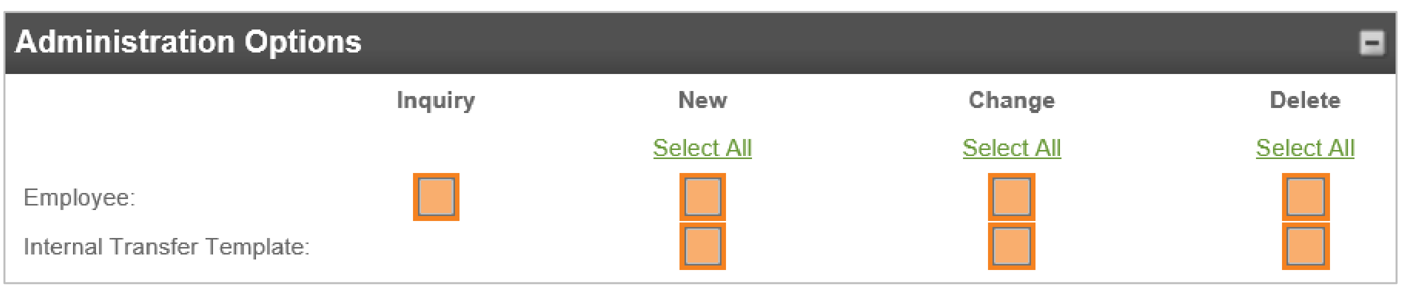
3. Under **Select User Criteria**, select **Change Employee**, and select **Codes** under the **Go To** drop-down.

4. Click **Submit**.

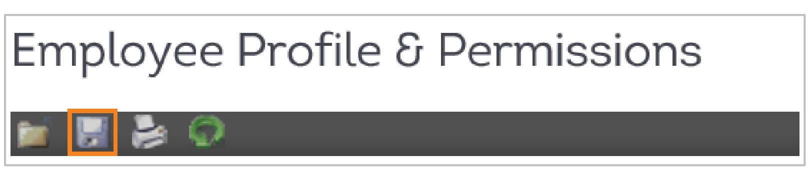


5. Under the **Employee List**, select the employee you wish to remove the Administration feature.

6. Under the **Administration Options** section, uncheck all of the boxes.



7. Scroll to the top of the page and click the **Save** icon.



8. The Administration feature is now removed from the user. No further action is required.

Contact

Contact your Treasury Representative for any questions or assistance. You may also contact the Treasury Support Department at 855-342-3400 or treasury.solutions@fib.com.