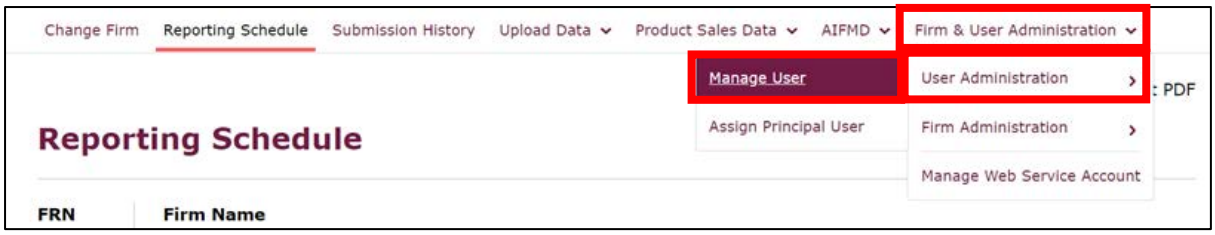
RegData user guide

Disabling a user

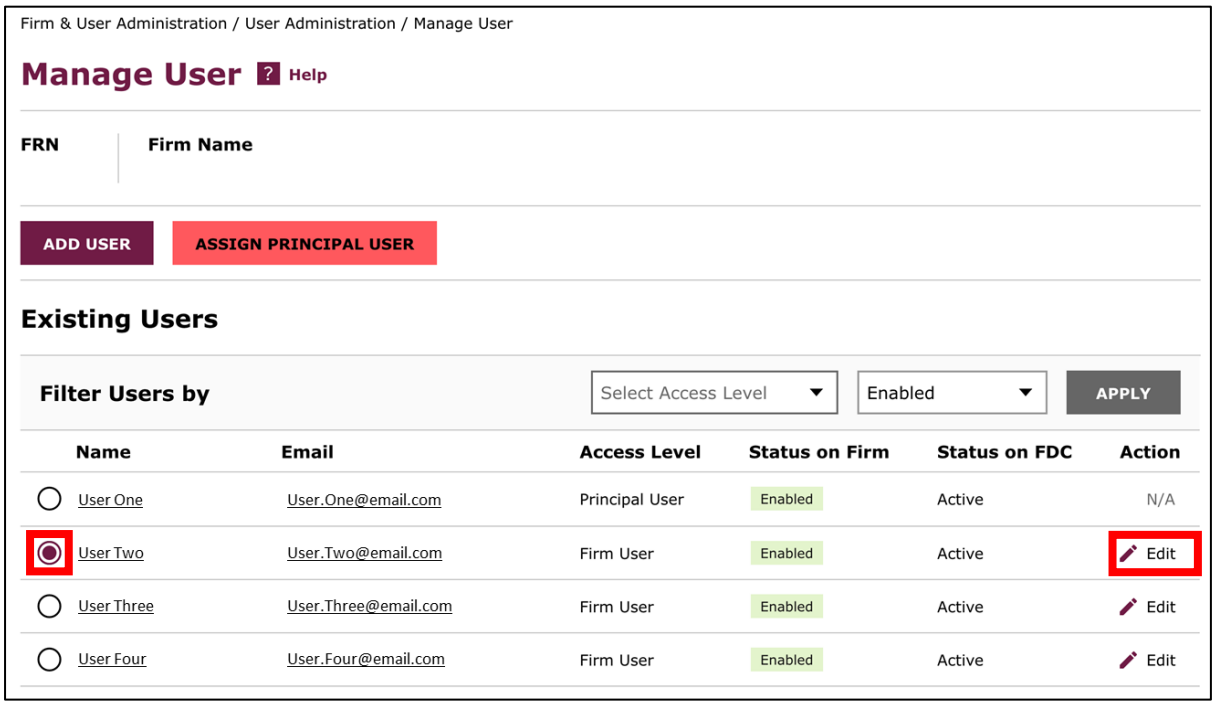
This user guide explains how to disable a user within RegData.

If you are a Principal User or Firm Administrator, you can disable a user in RegData. Disabling a user means they can no longer report in RegData for your firm.

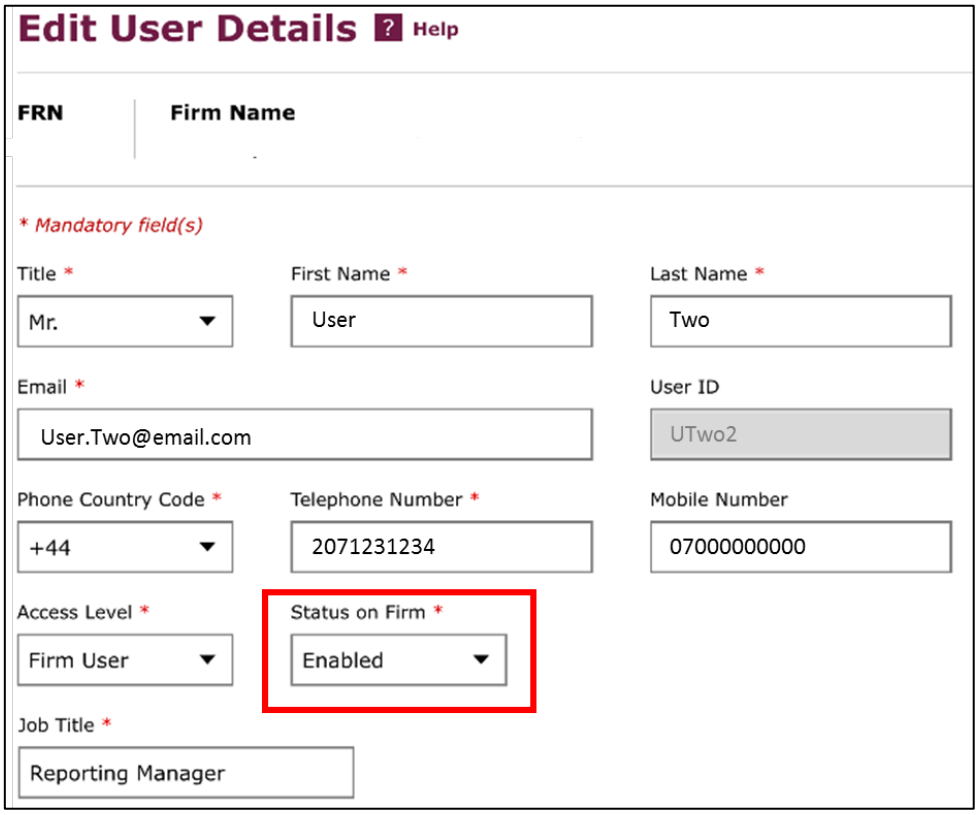
At the top of the screen, hover over Firm & User Administration, then hover over User Administration, and then click on **Manage User**:



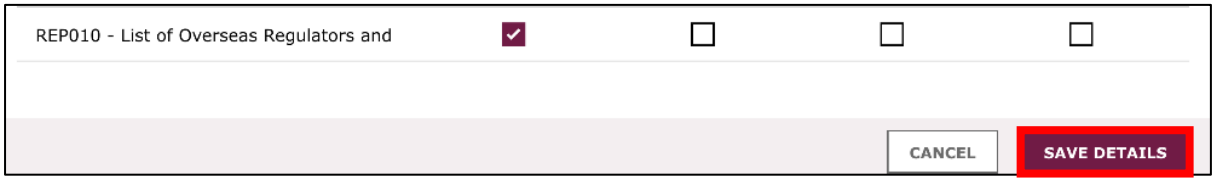
Select the user you wish to disable, and click on **Edit**:



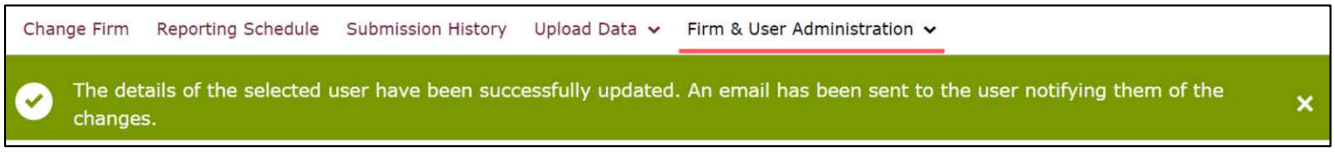
At the top of the Edit User Details screen, you will find the details of the user. Click on the **Status on Firm** drop-down list, and change from Enabled to Disabled:



Scroll to the bottom of the screen and click on **save details**:



You will see a confirmation message at the top of the screen once this has been updated:



The user will receive an email informing them of their change of status.