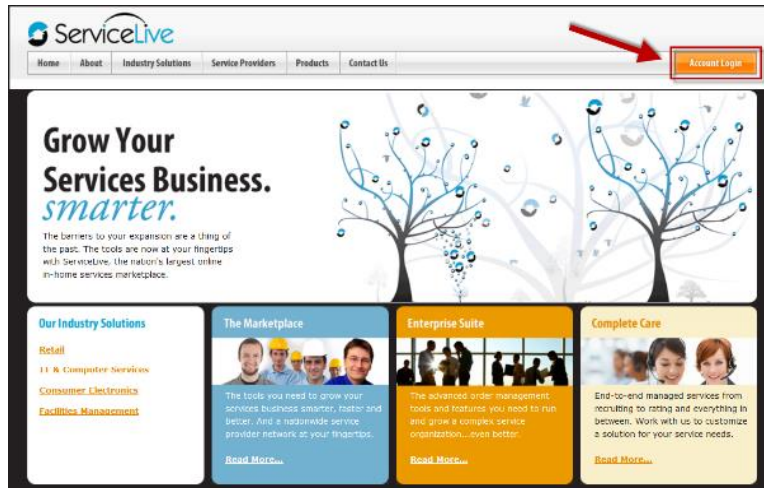


1. Open <https://business.servicelive.com> in Mozilla Firefox or Google Chrome, and click **Account Login**.

Note: ServiceLive is optimized for these browsers. Do not use Internet Explorer.



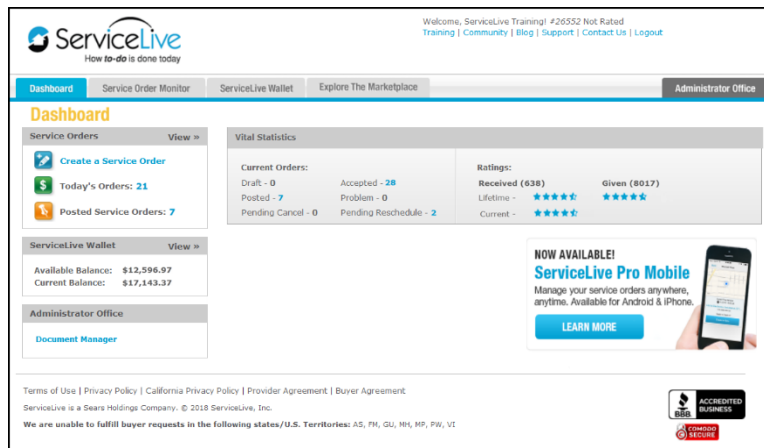
2. Enter your **user name** and password into the **Username** and **Password** fields, and then click **Login To ServiceLive**.

Important: Passwords are case sensitive.

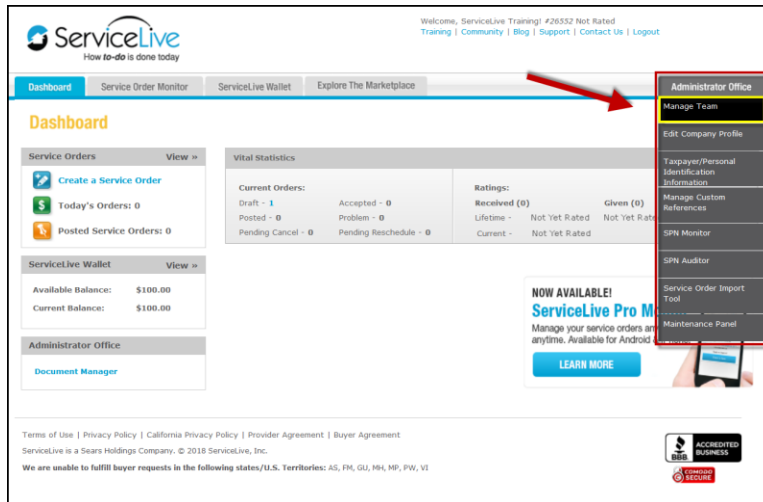


3. You will be logged into your Buyer account and your account Dashboard will display.

Note: The information that displays on your Dashboard view is dependent on the permissions that were assigned to you when you were added to the account as a user.

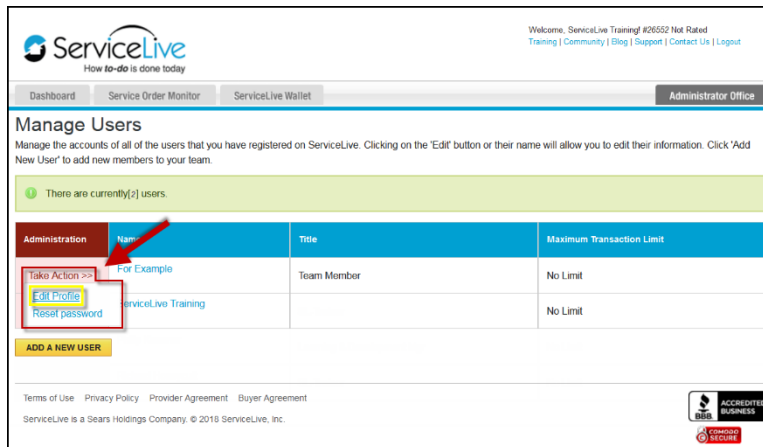


4. Hover your mouse over the **Administrator Office** tab, and then click **Manage Team**.



5. The *Manage Users* page will display.

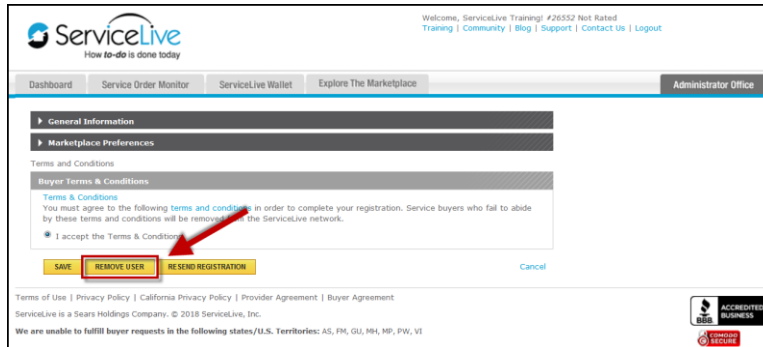
- Find the user you wish to remove.
- Hover your mouse over **Take Action** next to their name.
- Click **Edit Profile**.



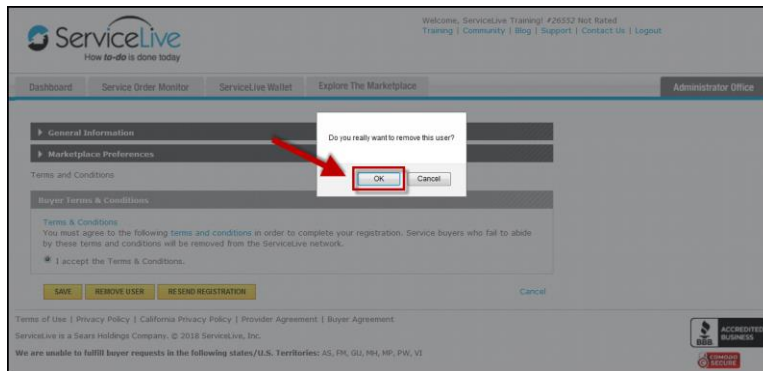
6. The user's profile page will display:

- Scroll down to the bottom of the page and click **REMOVE USER**.

Note: The *General Information* and *Marketplace Preferences* sections were collapsed for demonstration purposes.



- A confirmation prompt will display, asking if you really want to remove the user – click **OK**.



7. The *Manage Users* page will display and the user will be removed.

