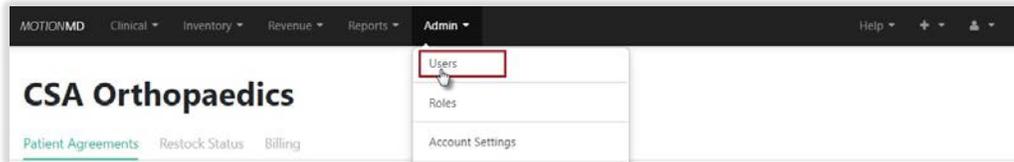


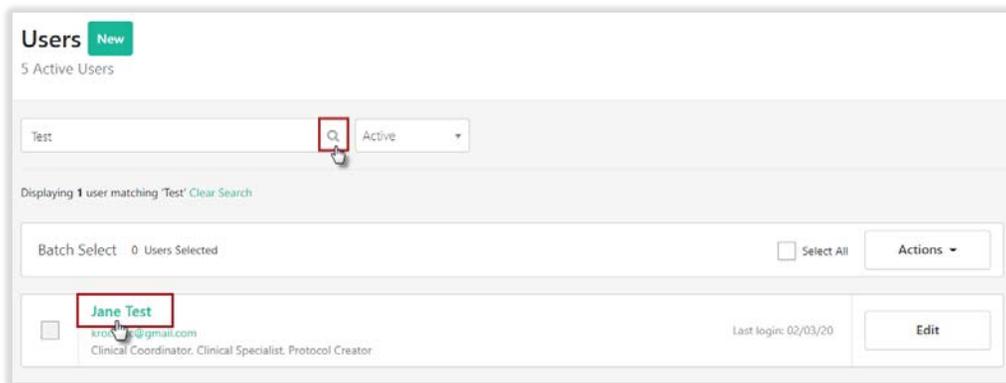
DEACTIVATE A USER

A user with the Admin Role can deactivate an active user in a MotionMD Direct account. Follow the steps below on how to **Deactivate a User**.

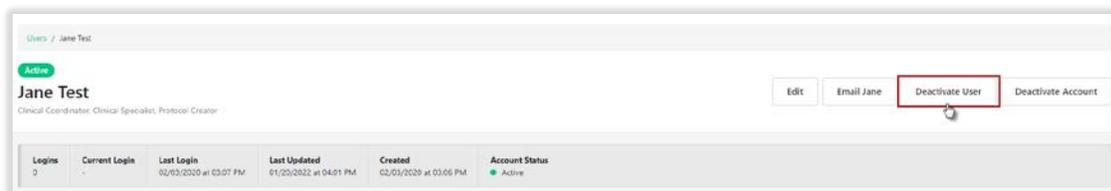
In the main navigation bar under the Admin tab select **Users** from the drop-down menu.



Use the search box to locate the user by typing in the user's name or email address. Once the user is located, Select **View User**.



Select **Deactivate User**



Once a user profile has been **Deactivated**, the user can no longer log in to access MotionMD and the status updates to Inactive.

