



## Company Admin How-to Document

### Removing an Account

**Purpose:** When an individual has left the credit union, be sure to remove them from CUES. This process will remove the individual from the membership and remove them as part of your credit union staff/board.

**Process:**

To complete the steps below, you must have admin rights for cues.org.

1. Once you are logged in to cues.org, click 'My Account' then click 'My Account Details' from the dropdown.



2. Under the 'Employee/Board and Membership Management' section, click 'Employee Information Management'.

#### Employee/Board and Membership Management

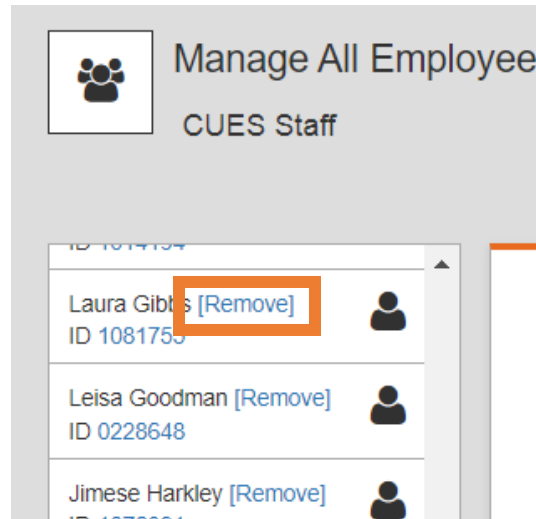
*This section is for Company Administrators Only!*

#### Company Profile Management

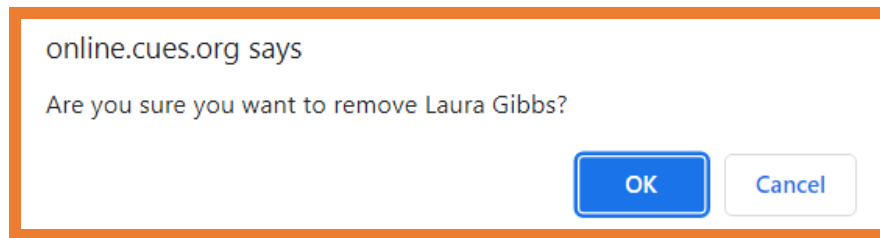
#### Employee Information Management

**Add Employees/Board to Unlimited or Unlimited+ Memberships**  
Manage your staff/director access by adding and removing members to/from your Unlimited or Unlimited+ memberships. You may also grant access to magazine subscriptions on this page. Please contact 608.271.2664 if you are a company administrator that cannot access this function.

3. Locate the individual that needs to be removed, and click 'Remove'



4. The system will ask you to confirm the removal. To confirm, click 'OK'. To cancel, click 'Cancel'.



5. The individual will immediately be removed.
6. Repeat steps 3 & 4 for other individuals that need to be removed.

