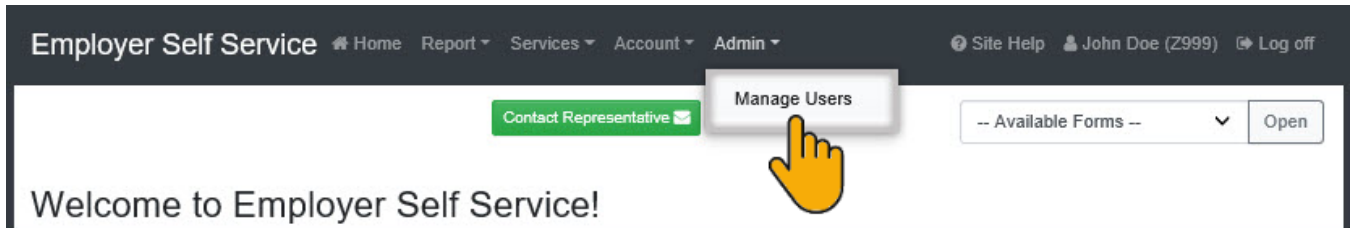


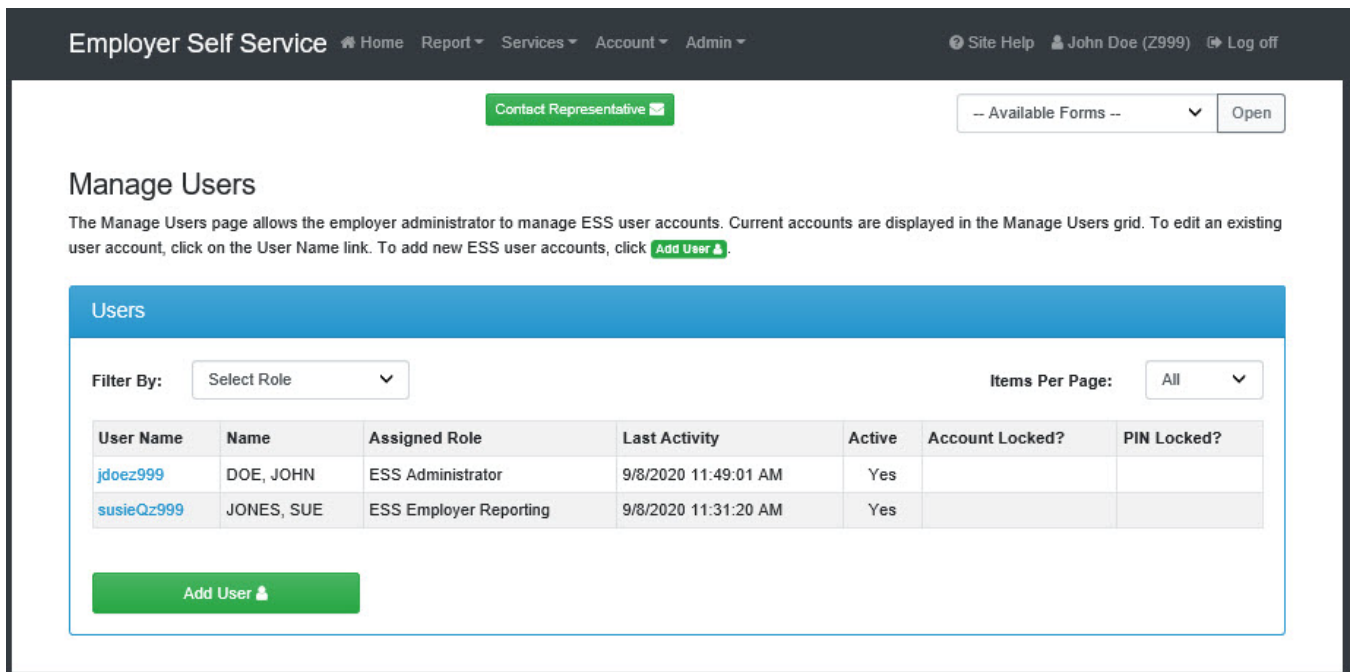
Inactivate Reporting Official/ESS Users:

The Employer Administrator for the agency can inactivate any user’s Employer Self Service account, except their own, from the MANAGE USERS module.

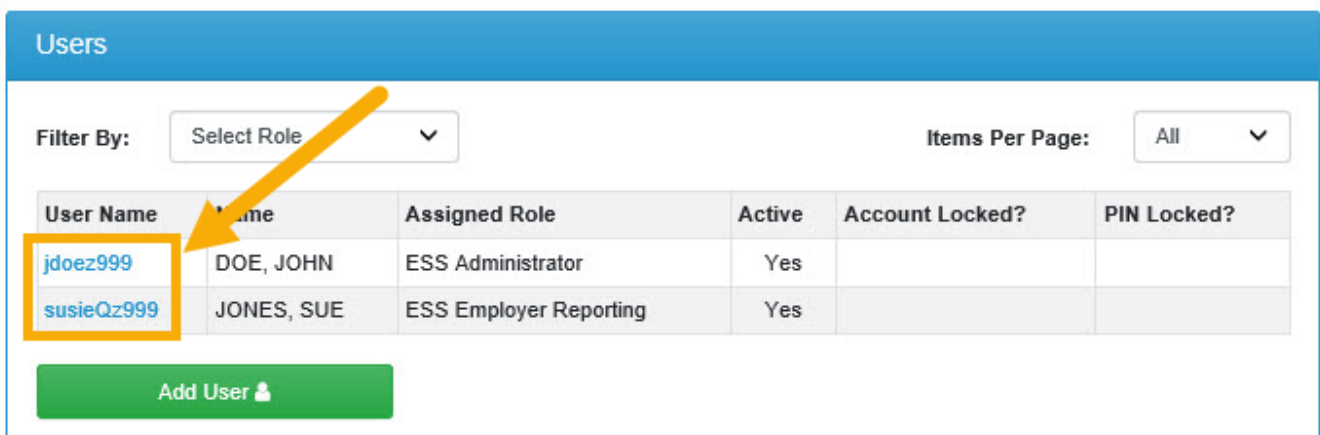
STEP 1 – After successfully signing into the Employer Self Service site, open the Manage Users page located under the Admin heading on the navigation menu.



Employer Self Service will display all users set up for the employer.



STEP 2 – To inactivate a user, select the appropriate username link.



Employer Self Service will navigate you to the Edit User screen

STEP 3 – Deselect the Active checkbox.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) [John Doe \(Z999\)](#) [Log off](#)

[Contact Representative](#) -- Available Forms -- [Open](#)

Edit User

Edit User allows the employer administrator to reset forgotten password and PIN information, update the selected user's security role, and inactive the selected account.

Please Note: Resetting the password and/or PIN will generate email correspondence to the selected ESS user. Inactivating an ESS user will disable their login but not delete their Contact Person record. To delete a Contact Person record, go to the Contact Persons page.

Edit User

Contact Person: JONES, SUE


User Name: susieQz999

Reset Password

Reset PIN

Role: ESS Employer Reporting

E-mail: SUE.JONES@EMPLOYER.GOV

Active 

[Update](#) [Cancel](#)

Step 4 – Click **Update** to save the User Information

Note: Once a user has been inactivated, the user will no longer have access to the employer's information in the Employer Self Service site. If this person is no longer working for the employer and is set up as a contact person, you should also remove them as a Contact/Person for the employer.