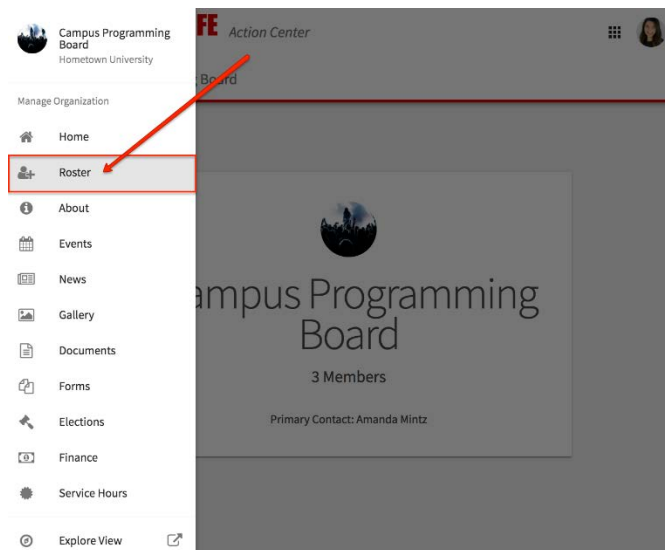
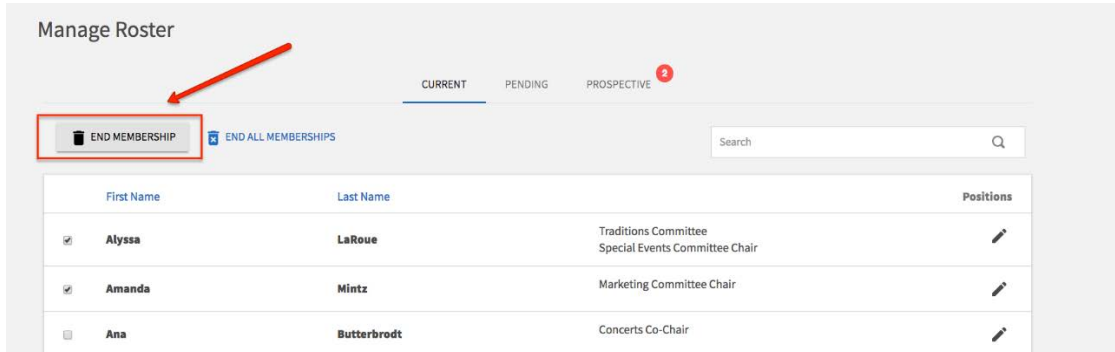


## Removing Members from Your an Organization

As an officer in your organization's portal who has access to manage the Roster tool, you have the ability to remove members from your portal. Navigate to the Action Center for the organization (see "Action Center Quick Tips" [here](#) for more information) for which you would like to change or update membership. From your Action Center, click on the name of the organization, and then open the Organization Tool Menu. Select the *Roster* tool.



To remove a member, scroll down to the Manage Roster section of the page. Locate the member(s) you would like to remove and check the box on the far left of the members' names. Click *End Membership* at the top of the membership list.



A confirmation box will appear to let you know that ending this user's membership will also remove all of their positions and permissions from the org's portal. Click "End Membership" to confirm the deletion. If you do not wish to end a user's membership, you can instead [change their Position](#) (see "Assigning People to and Changing Positions Quick Tips" [here](#) for more information) within the organization, which would change their permissions within the portal.

You can also remove members in bulk by clicking "End All Memberships." You will be prompted by a pop-up notifying you all memberships will be ended except for the Primary Contact, and you will be asked to select a date upon which you would like these memberships ended. Do this with caution and be sure to communicate with other officers of your organization, as this action cannot be undone.