

planningonline

How to remove a Service User or Service Admin



Planning Online portal enquiries

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How to remove a Service User or Service Admin

S.

Admin



Remove Service User or Service Admin



Note: You cannot remove/delete your name as a Service Administrator. Another Service Administrator in your account can remove your name.

Upon signing-in to your Planning Online account, select **Admin** (top right of the page in the ribbon) on the **Planning Online Welcome Page** to open the **User management** page. Once in the **User management** page select the **Service Admin** or **Service User** group list and select the drop-down arrow on the right side of the name that is to be removed. Select **remove**.

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