

Business Online Banking – How to Delete a User

Please note – these instructions are only for users with Administrator entitlements.

Go to the Administration Menu and select Manage Users



The screenshot shows the Park Bank Administration menu. The 'Administration' tab is selected, and the 'Manage users' option under 'Company Administration' is highlighted in yellow. Other options include 'Communications', 'Service Administration', 'Self Administration', and 'Mobile Banking'.

Click on the User ID of the user you want to delete.

The screenshot shows the 'User Administration' page. It includes a 'Create New User' section with a 'Create new user' button and a 'Manage Existing Users' section with a table of users. The 'DEMO' user is highlighted in yellow.

User ID	First Name	Last Name	Status	
ADMIN	Joe	Demo	Inactive	System access
DEMO	Any	User	Locked	System access

Click Delete User

User Profile [Print this page](#)

To edit the user's profile, click the appropriate edit link. To delete this user, click "Delete user." To modify the user's system access, click "Edit User Information."
To view a different user profile, return to [User Administration](#).

User Information [Edit User Information](#) **Delete user**

Name:	Any User
User ID:	DEMO
User status:	Locked

Contact Information [Edit Contact Information](#)

Primary e-mail address:	Example@parkbankonline.com
Secondary e-mail address:	No secondary e-mail address on file
Telephone number:	Work: +1 (414) 616- Work 2: +1 (414) 616-

Roles [Edit Roles](#)

Confirm deleting the user on the next page by clicking the "Delete User" button at the bottom of the page.

User Administration - Delete User

You have requested to delete the following user. Once deleted, the user cannot be re-created.

To delete this user, click "Delete user", or return to [User Profile](#).

User Information

Name:	Any User
User ID:	DEMO
User status:	Locked

Contact Information

Primary e-mail address:	Example@parkbankonline.com
Secondary e-mail address:	No secondary e-mail address on file
Telephone number:	Work: +1 (414) 616- Work 2: +1 (414) 616-

Roles

Roles
Setup
Approval

Services & Accounts

Service
Deposit Account Reporting
Incoming Wire Report
Information Reporting
Internal Transfer
Statements and Documents
Wire Domestic One Time
Wire Domestic Template Based
Wire FX Intl One Time
Wire FX Intl Template Based
Wire USD Intl One Time
Wire USD Intl Template Based

Delete user Do not delete