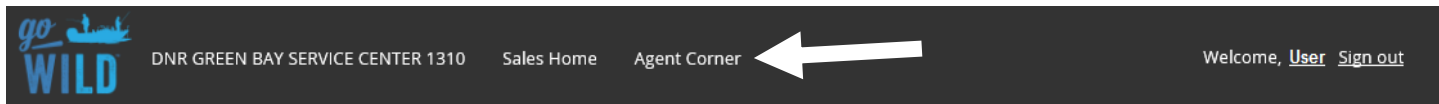# Inactivating User IDs

If you have a user that no longer works at your business, or no longer uses the DNR hunting/fishing license terminal, you may remove them as an active user. Note: Only users with manager permissions may edit users.
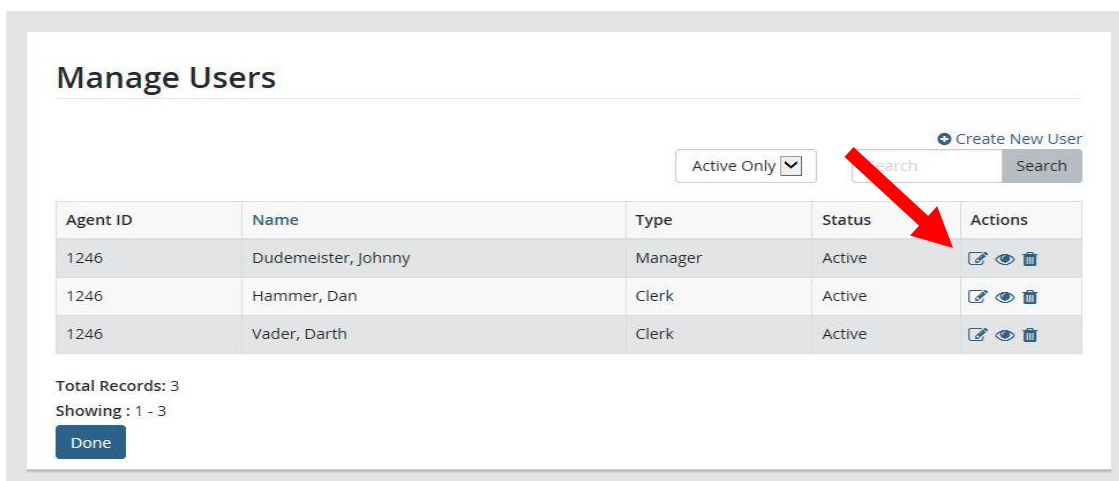
1. Make sure you are logged in under a manager user. Select the Agent Corner link near the top of the screen.

2. Choose the Manage Users button

3. The **Manage Users** screen will list all users on the agent account. Users with manager permissions may view or edit users under the Actions column. Users with clerk permissions may view users only. Find the user you wish to deactivate and touch the edit icon. *Note: The trash icon will do nothing.*

4. **Edit Agent User.** Change the status of the user to Inactive. Select Save Changes. That user will be removed from the active user list and will no longer have access to your terminal.