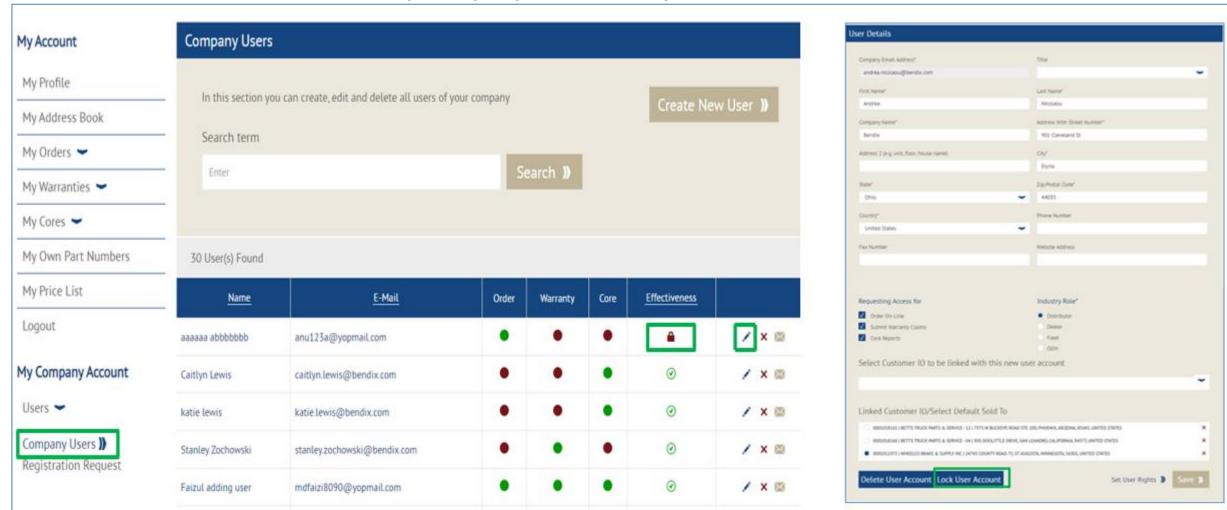
## How to Disable a user by a Company Admin

- Sign into the customer administrator account. Administrators can see new user or existing user activities
- Under My Company Account > Users > Company Users the Customer Admin looks at the users to be reviewed
  and clicks on each name to edit their status or information
- Administrator can lock by clicking on the icon under the effectiveness column or click on the pencil which will
  open the Users detail page and clicking on the Lock User Button at the bottom of the page
- Locked accounts can be unlocked by Company Admin at any time.



The user caitlyn.lewis@bendix.com has been disabled

Once the users account is locked the following message will show on the screen. If the user tries to log into the site, they will receive an error message.

**Bendix**