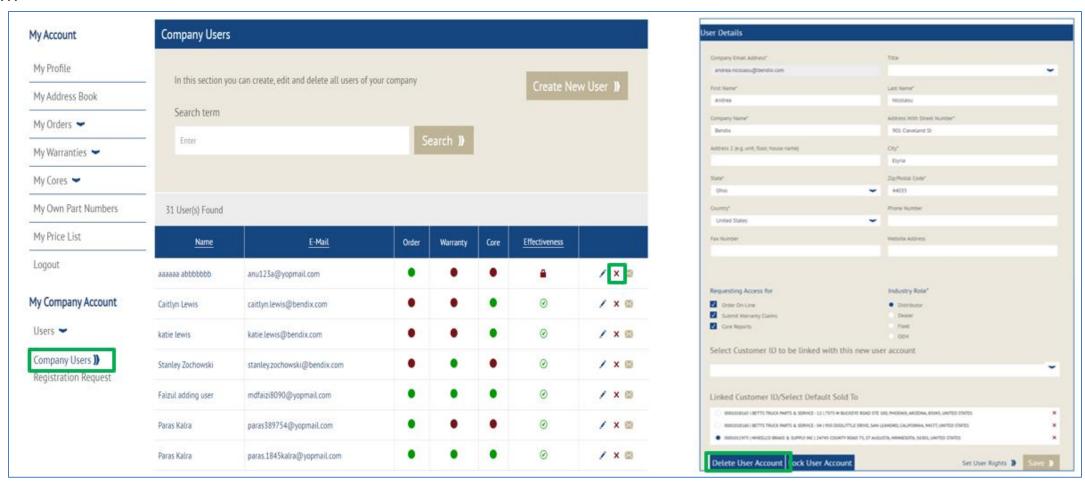# How to delete a user by the Customer Admin

- 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
- **Company Administrator** can delete by clicking (**X**) from the customer User screen or by the user detail screen at the bottom

The user account paras389754@yopmail.com has been closed

Once the user is deleted the customer admin will see a message on the page and the user will no longer in the Company user list. The customer will also receive, an email notify that their account has been disabled.