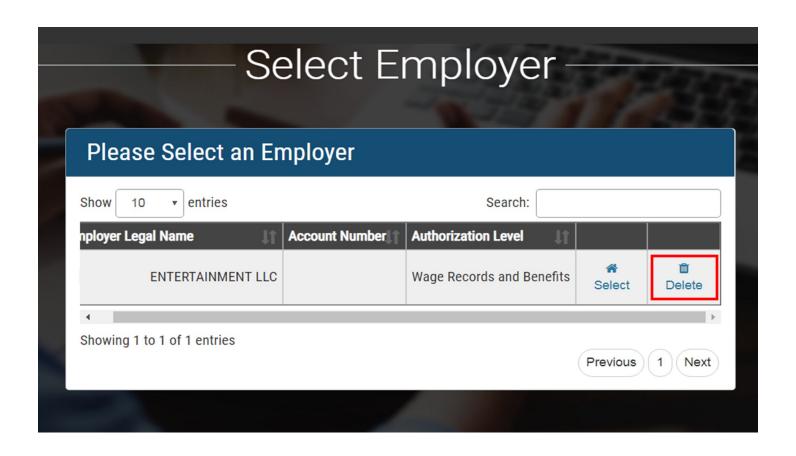# Deleting An Employer From Your Agent Account

UPLINK Employer Self Service

Agent Accounts

Welcome to our DWD tutorial on deleting an employer from your agent account.

Once you log into your account, click select employer. The screen will update with the employer's information that you selected. A new button has been added to allow you to remove an employer in the event you cease representing that client. You no longer need to wait for the employer to remove you or need to send a request to the agency to do so. Simply click the **DELETE** button.

Confirm Delete Record

Are you sure you wish to remove the record for

No   Yes

Once you have selected the Delete button, a Warning pop up box will appear. Be sure you want to delete this employer, since you do not have the authority to reassign the client, only to delete from your account. Click **Yes** to complete the deletion. Just a reminder that only the employer can assign external authorizations.

This employer is now removed**. If you resume working with this employer as a client, the employer must re-establish your external authorization.**

If you have any questions please don't hesitate to contact us. Phone representatives are available by calling 1-800-891-6499, choose option #2, and then choose option #3.

Thank you