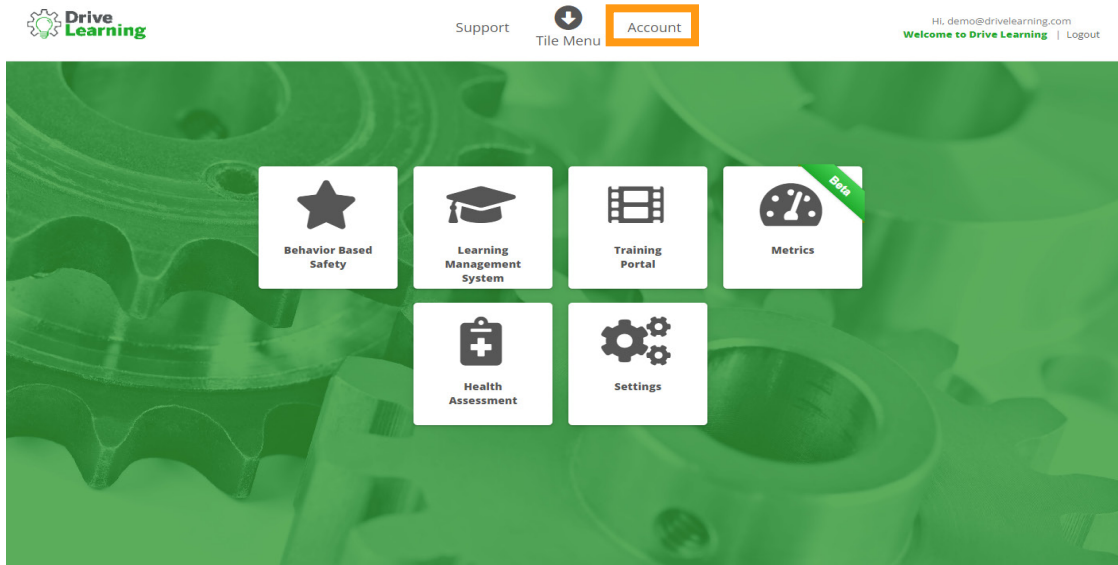


USER SEAT MANAGEMENT: DELETING SUB ACCOUNTS



NOTE: This action will completely remove account users from Drive Learning and open up an available sub account user seat for reassignment. Historical training records are preserved. The employee will **NOT** be able to login to access records.

NOTE: This action is only available to the Account Owner.

From any page within Drive Learning, click on the *Account* link in the upper menu bar.

A screenshot of the 'Account' page in Drive Learning. The top navigation bar shows 'Home', 'Subscription' (highlighted with an orange box), 'Payments', 'Company Settings', and 'Logout'. Below the navigation bar, the user is welcomed to Drive Learning. The form contains the following fields:

- First Name:** John
- Last Name:** Doe
- Email:*** johndoe@example.com
- Location:** USA (dropdown menu)
- Department:** Administrative (dropdown menu)
- Job Classification:** President (dropdown menu)

At the bottom of the form, there is a 'Save Profile' button and a 'Change Password' link.

From the *Account* menu, click on the *Subscriptions* tab.

Home [Subscriptions](#) [Payments](#) [Company Settings](#) [Logout](#)

MEMBERSHIP	SUBSCRIPTION	ACTIVE	CREATED	CARD EXP.
Custom <i>mp-txn-5a38af6cab0cc</i>	Lifetime <i>Free forever with coupon IPQLWB67TV</i>	Yes	February 3, 2020	Sub Accounts

In the *Subscriptions* menu, click on the *Sub Accounts* button.

Corporate account for Jason Fry

29 of 1000 Sub Accounts Used

Page 1 of 3 (29 Sub Accounts)

USERNAME	EMAIL	FIRST NAME	LAST NAME	LAST LOGIN	LOGINS	
jdoe@example.com	jdoe@example.com	John	Doe	June 15, 2022	25	Remove
hjones@example.com	hjones@example.com	Henry	Jones	February 3, 2020	36	Remove
mlopez@example.com	mlopez@example.com	Michael	Lopez	February 4, 2020	44	Remove
abaker@example.com	abaker@example.com	Ashley	Baker	March 11, 2021	13	Remove
spatel@example.com	spatel@example.com	Samia	Patel	May 21, 2020	52	Remove
jlewis@example.com	jlewis@example.com	Jordan	Lewis	May 21, 2020	28	Remove
janedoe123@example.com	janedoe123@example.com	Jane	Doe	October 6, 2022	8	Remove
hhills@example.com	hhills@example.com	Hannah	Hills	October 5, 2020	22	Remove
jfry@example.com	jfry@example.com	Jason	Fry	June 23, 2020	16	Remove
ehamilton@example.com	ehamilton@example.com	Emmet	Hamilton	February 26, 2020	32	Remove

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From the *Sub Accounts* page, search for the given user with the search box, then remove them by clicking on the *Remove* link.

NOTE: This action is **NOT** reversible.