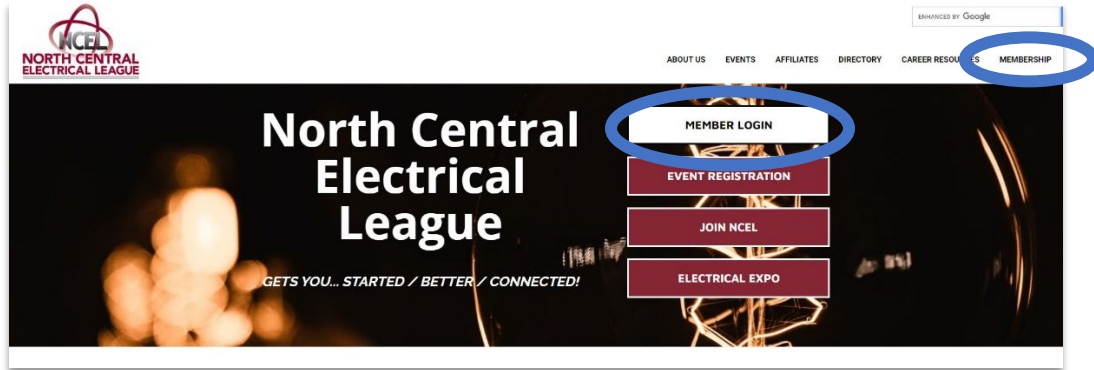


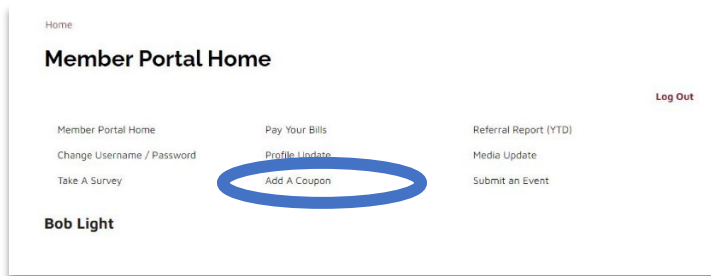
HOW TO REMOVE EMPLOYEES AT YOUR COMPANY

You will need your NCEL login information and have editor privileges assigned from your company. If you do not have either of these please contact NCEL at (952) 854-4405 and we will assist you.

1. Go to the North Central Electrical League website www.ncel.org
2. Login to your member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.



3. Select Profile Updates located on the main menu page.



4. Under Related Profiles you will see an Actions drop-down menu. Select edit. First, deselect "receives communication" Under the Relationship Type, change it from employee to former employee. The NCEL staff will then remove them from the system. Once moved to former employee, they will not show up in your directory listing. Click "Save and close".

