## 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.

lember Portal H	lome		
			Log Out
Member Portal Home	Dave Vaux Dilla	Referral Report (YTD)	
Change Username / Password	Profile Update	Media Update	
Take A Survey	Аав А Сворон	Submit an Event	
ob Light			

4. Under Edit My Profile you will see Edit Profile Related to... drop-down menu. Select your company or branch you would like to edit, scroll down and you will see all employees editable profiles for that selected company or branch.

Billing Cont	ommunication act	VIEW
Relation Type	Employee	~
Title Sales Re	≟p.	
	→ 10 • items per page	1 - 3 of 3 items

To remove employees, deselect receives communication or to insure the no longer receive communication you can go into their edit profile and erase their email. Change their relation type to former employee. Scroll to the bottom of the page and click Save Relationships.