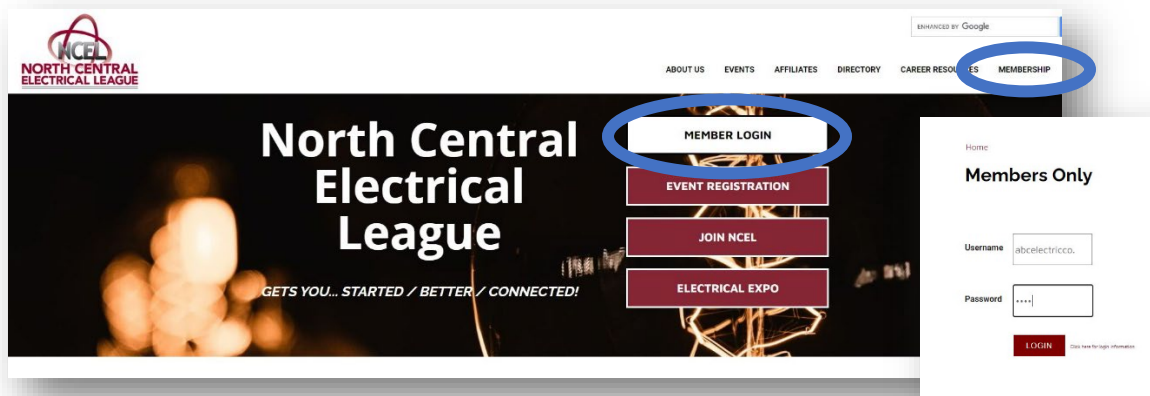


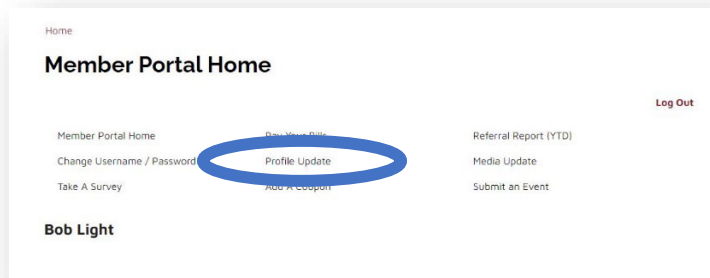
# HOW TO REMOVE EMPLOYEES AT YOUR COMPANY

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.

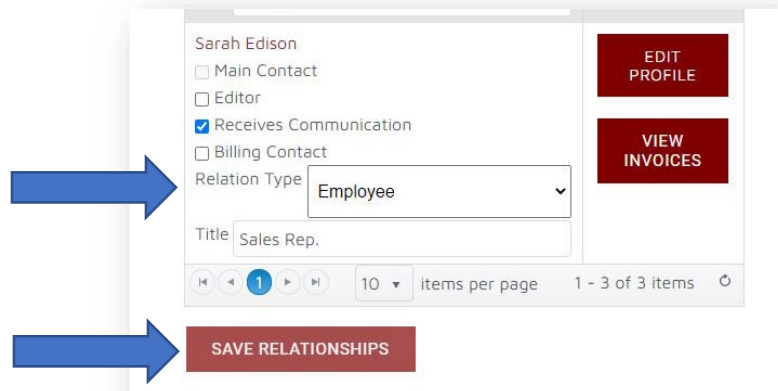
1. Go to the North Central Electrical League website [www.ncel.org](http://www.ncel.org)
2. Login to your member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.



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



4. Under 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.



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.