

DEACTIVATING USER ACCESS IN GINNIE NET

Log in to GinnieNET at www.ginnienet.net.
 Select **Continue** to Login at the bottom of the screen.

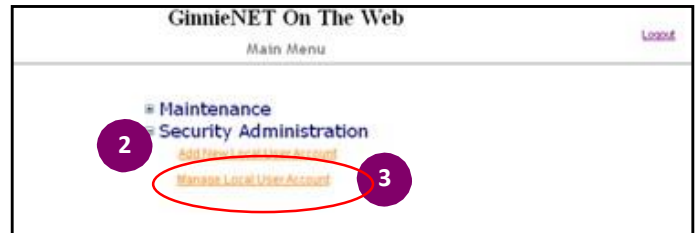
1. Enter your GinnieNET **User ID** and **Password**.
 Select **Login**.

The GinnieNET on the Web Main Menu displays.



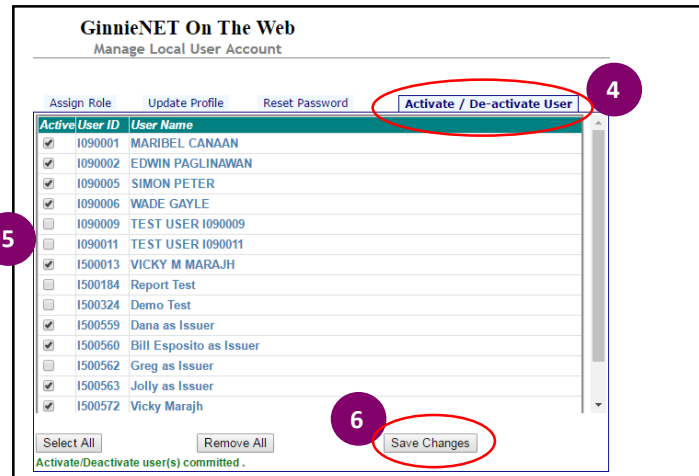
VIEW USER ACCOUNTS

2. Select **Security Administration** to display options:
 - Add New Local User Account
 - Manage Local User Account



3. Select **Manage Local User Account**.
 The Manage Local User Account screen displays.

4. Select **Activate / De-activate User**.
 The Activate / De-activate User screen displays.



DE-ACTIVATE USER ACCESS

On the Manage Local User Account screen, under **Activate / De-activate User**:

5. Select the checkbox next to the User ID to un-check the box in order to de-activate the selected user's account access.

(Only active users should have a check mark.)

6. Select **Save Changes** to commit the change(s). This will display a message stating, "Activate/Deactivate user(s) committed."

Note: Only the user names of the currently active Issuer will be shown. If you have access to more than one Issuer, you must use the Select Active Issuer option from GinnieNET's Main Menu to switch the active Issuer in order to view another Issuer's user list.