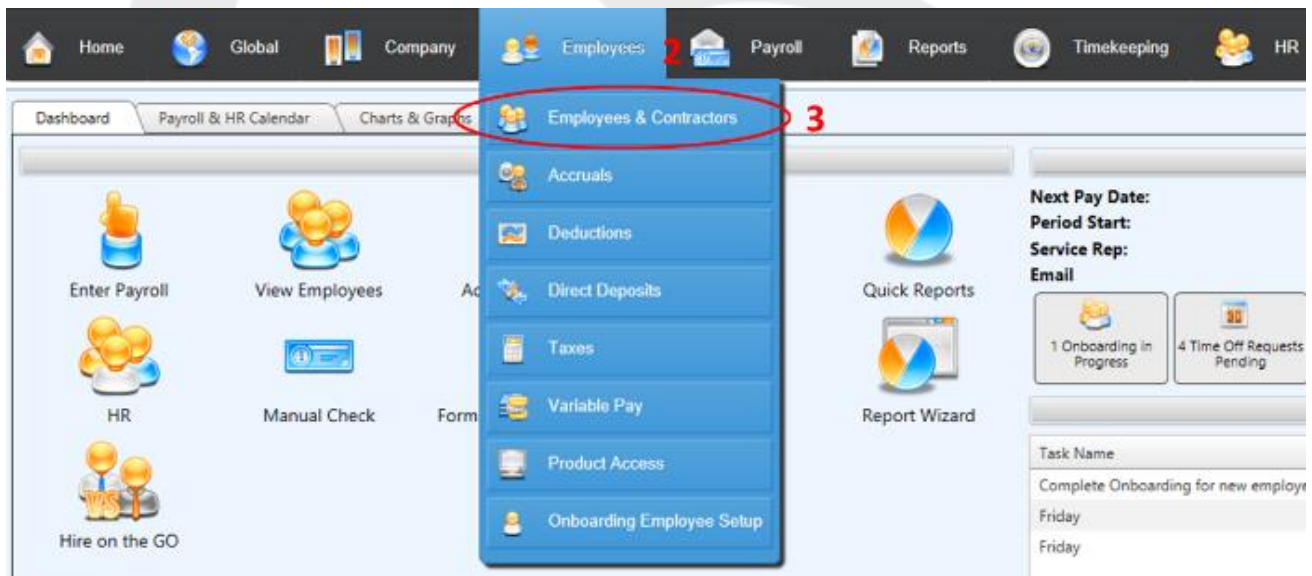
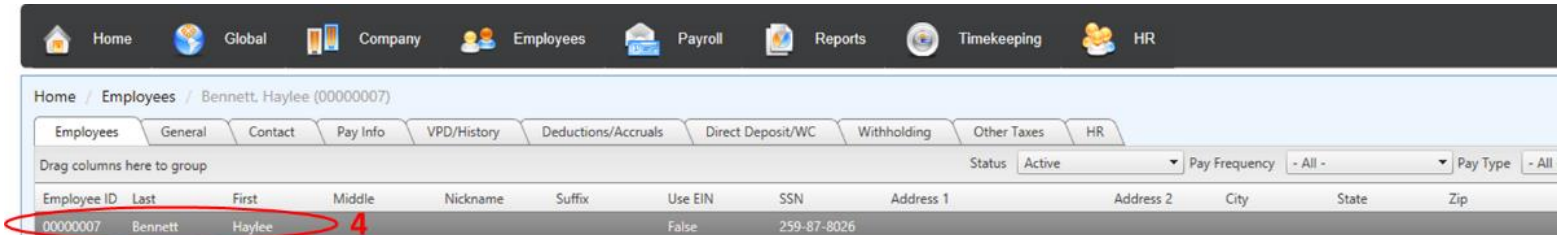



Make Employees Inactive Set Up

1. Log into your Employer on the Go account.
2. Go to the “Employees” tab.
3. Click on “Employees and Contractors”.



- Under the “Employee” tab, highlight the employee, select **edit button** at the bottom of the screen.



- Under the “General” tab click the “Status” drop-down and select the option “Inactive”.
- Once completed, click  Save to make sure any changes you make will appear the next time you log in.

