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.

			Log O
Member Portal Home	Pay Your Bills	Referral Report (YTD)	
Change Username / Password	Profile Update	Media Update	
Take A Survey	Add A Coupon	Submit an Event	

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".

Profile Edit	O Toni Andvik
Relationship	
eneral Information	North Central Electrical League (508706)
Iditional Addresses	Main Contact Of North Central Electrical League
Iditional Phones	Editor Of North Central Electrical League
dditional Emails	Receives Communication
irectory Listing	Billing Contact
mbedded Video	Update Toni Andvik's phone and address to inherit from North Central Electrical League
ial Media	Relation Type
	Former Employee
	Relationship Title
	CANCEL SAVE AND CLOSE