Activate/Deactivate a User

To activate/deactivate a user, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2: Select a User* page appears.
3. Select the user profile's radio button that you want to activate/deactivate.

> **Application Tip**
>
> You can only activate/deactivate one user's profile at a time.

4. Click **Activate/Deactivate**. The *Step 2 of 2: Review User Profile for Activation/Deactivation* page appears.
5. Verify the following user profile should be activated/deactivated and click **Submit**. A *Confirmation* page appears showing the user profile has been activated/deactivated.

> **Application Tip**
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> Additional buttons on the page that help you perform other tasks:
> - Click **Return to View User Profile List** to return to the View User Profile List for that terminal.
> - Click **Return Home** to the OTCnet Home Page.