

Customer Nominated Contact

How to remove a Customer Member from an Organisation

1 Navigate to the **My eRooms** page and select **remove member from org** (A).

HM Revenue		HMRC Home	Contact us	Help	^	
My Services > My eRooms			logout			
My eRooms						
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eRooms Dashboards						
Active eRooms						org. button
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All My eRooms						
active eRoom	description	community				
Business Contact Unit: Castleroy plc		Business Contact Unit				
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2 Check the **checkbox(es)** (B) alongside the relevant member(s) and select **Next** (C).

	cancel					
Remo	ove Customer Mem	nber From Organisation - Search for Men	nber(s)			
Please	select from your list of org	ganisations which you wish to remove member(s) from. Clicki	ng the 'Find' button will display all th	member(s) associated with	that	
organis	sation. If you know the ema	ail address of the member you wish to remove you can also e	enter this before clicking the 'Find' bu	utton. To remove member(s)) from the	
organis Mombo	sation, please select the ch or(c) not linked to any othe	neck box to the left of their name, then click 'Next' to cont'	inue.			
venne	er(s) not unked to any othe	n organisation will be deteriolited from the shared workspa	ce service.			
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	email address					
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3a Removing a CNC

• If the member is a CNC, select **Next** (D) to confirm you action.



IMPORTANT

A CNC must not remove themselves from an Organisation. It is Shared Workspace policy that every organisation must have at least two CNCs per Room.

Customs						
Next Previous	Cancel					
Remove Custome	r Member From Organisation - Confirma	tion				
Please confirm that the	member(s) below should be removed from the organisation.					
Any members denoted w	ith Å are Customer Nominated Contacts for at least one Sh	nared Workspace Room, where if they ar	e removed from the organisatio	on, it will leave	D	Next butto
these rooms with less th	an two. It is recommended that you have at least two per ro	om at all times.			-	i tent butto
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these rooms with less th name 1. Wilma French	an two. It is recommended that you have at least two per ro email wilma.h.french@castleroyplc.com	om at all times. organisation Castleroy plc	member of room(s) Castleroy plc	More VOD		i tent butt

3b Removing a Customer member

- The **member(s) removed** screen confirms your action.
- To complete the action select **Close** (E).

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