

## **Remove employer contacts**

## How do I remove an existing contact?

Only Main Contacts have access to edit or delete a contact in ERA.

1. Open "Employer Management" from the Process menu and select "Processes"



2. Select "Manage User Profiles"





The "Manage Contacts" screen displays with all the organization's current and past users

Contact profiles	ge Conta can be added, edite t	ACTS	s page.		F	ilter By Status: All	~
First Name	Last Name	Position All ~	Email	Contact Types	User Type All	Status	>
Lauren	Coal	HR Manager	debbie.callar@drs.wa.gov	Main DRS Contact     Old Age & Survivors Insurance Contact	Employer Main User	Active	
Eleanor	Talotta	Clerk	eleanor.talotta@drs.wa.gov	Deferred Compensation Program Contact     ERA Notification Contact	Employer User	Active	
Monica	Green	Admin	debbie.callar@drs.wa.gov	ERA Notification Contact	Employer User	Revoked - User no longer employed with organization	
Chris	Pratt	HR	debbie.callar@drs.wa.gov	ERA Notification Contact     Notice Contact	Employer User	Active	1
Sally	Schaufler	Payroll	sally.schaufler@drs.wa.gov	Main DRS Contact	Employer Main User	Active	r 🖷
lvy	Green	Payroll	debbie.callar@drs.wa.gov	ERA Notification Contact	Employer User	Active	۴ 🔒
Recur Washin	gton						

## 3. Select the pencil icon for the ERA User to be inactivated

Manage Contacts         Contact profiles can be added, edited, and viewed from this page.         Create Contact         Filter By Status:         All         Employer Federal Way City Of has the following contacts registered.								
First Name	Last Name	Position	Email	Contact Types	User Type	Status		
All 🗸	All 🗸	All 🗸	All 🗸	All	All 🗸			
Lauren	Coal	HR Manager	debbie.callar@drs.wa.gov	Main DRS Contact     Old Age & Survivors Insurance Contact	Employer Main User	Active	•	
Eleanor	Talotta	Clerk	eleanor.talotta@drs.wa.gov	Deferred Compensation Program Contact     ERA Notification Contact	Employer User	Active	•	
Monica	Green	Admin	debbie.callar@drs.wa.gov	ERA Notification Contact	Employer User	Revoked - User no longer employed with organization		
Chris	Pratt	HR	debbie.callar@drs.wa.gov	ERA Notification Contact     Notice Contact	Employer User	Active	<b>a</b>	
Sally	Schaufler	Payroll	sally.schaufler@drs.wa.gov	Main DRS Contact	Employer Main User	Active	•	
lvy	Green	Payroll	debbie.callar@drs.wa.gov	ERA Notification Contact	Employer User	Active	•	
	eAccess gton							



The Edit Contact screen for the user displays

4. In the "Status" field, select the appropriate reason for inactivating the user

Edit Contact Contact profile can be edited from this page.		
Edit Contact		
First Name	Last Name	User Type
Eleanor	Talotta	Employer User 🗸 🖉
Email	Position Title	
eleanor.talotta@drs.wa.gov	Clerk	
Status	Status Notes	
Active  Active Active Suspended Account temporarily suspended Revoked - User no longer employed with organization		

5. Scroll to the bottom of the page and select "Save Contact"

Save Contact	Cancel	

## The Manage Contacts screen displays showing the user is now revoked

Contact profiles	can be added, edite	d, and viewed from th	is page.				
Create Conta	at .				Fi	Iter By Status: All	~
Employer Feder	al Way City Of has	the following contacts	registered:				
First Name	Last Name	Position	Email	Contact Types	User Type	Status	
All 🗸	Ali 🗸	All 🗸	All 🗸	All	AII ~	All	Θ
Lauren	Coal	HR Manager	debbie.callar@drs.wa.gov	Main DRS Contact     Old Age & Survivors Insurance Contact	Employer Main User	Active	/ =
Eleanor	Talotta	Clerk	eleanor.talotta@drs.wa.gov	Deferred Compensation Program Contact     ERA Notification Contact	Employer User	Revoked - User no longer employed with organization	<ul> <li>Image: A set of the set of the</li></ul>
Monica	Green	Admin	debbie.callar@drs.wa.gov	ERA Notification Contact	Employer User	Revoked - User no longer employed with organization	1
Chris	Pratt	HR	debbie.callar@drs.wa.gov	ERA Notification Contact     Notice Contact	Employer User	Active	/ 🔒
Sally	Schaufler	Payroll	sally.schaufler@drs.wa.gov	Main DRS Contact	Employer Main User	Active	/ 🔒
lvy	Green	Payroll	debbie.callar@drs.wa.gov	ERA Notification Contact	Employer User	Active	/ 🔒