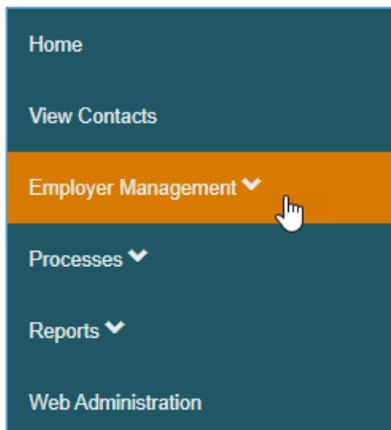


Remove employer contacts

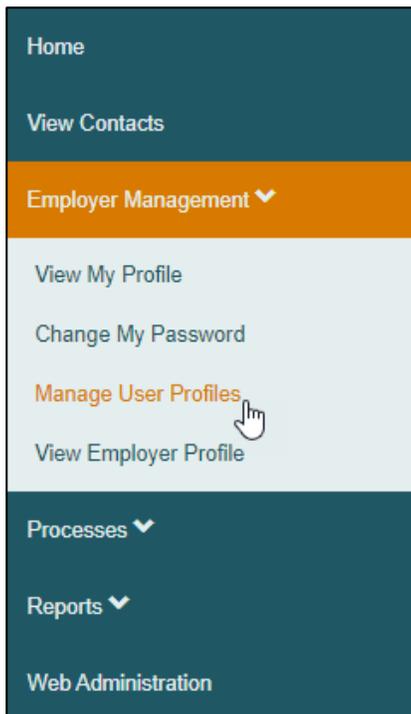
How do I remove an existing contact?

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

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	
Lauren	Coal	HR Manager	debbie.callar@drs.wa.gov	<ul style="list-style-type: none"> Main DRS Contact Old Age & Survivors Insurance Contact 	Employer Main User	Active	
Eleanor	Talotta	Clerk	eleanor.talotta@drs.wa.gov	<ul style="list-style-type: none"> Deferred Compensation Program Contact ERA Notification Contact 	Employer User	Active	
Monica	Green	Admin	debbie.callar@drs.wa.gov	<ul style="list-style-type: none"> ERA Notification Contact 	Employer User	Revoked - User no longer employed with organization	
Chris	Pratt	HR	debbie.callar@drs.wa.gov	<ul style="list-style-type: none"> ERA Notification Contact Notice Contact 	Employer User	Active	
Sally	Schaufier	Payroll	sally.schaufier@drs.wa.gov	<ul style="list-style-type: none"> Main DRS Contact 	Employer Main User	Active	
Ivy	Green	Payroll	debbie.callar@drs.wa.gov	<ul style="list-style-type: none"> ERA Notification Contact 	Employer User	Active	

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

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Monica	Green	Admin	debbie.callar@drs.wa.gov	<ul style="list-style-type: none"> ERA Notification Contact 	Employer User	Revoked - User no longer employed with organization	
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Sally	Schaufier	Payroll	sally.schaufier@drs.wa.gov	<ul style="list-style-type: none"> Main DRS Contact 	Employer Main User	Active	
Ivy	Green	Payroll	debbie.callar@drs.wa.gov	<ul style="list-style-type: none"> ERA Notification Contact 	Employer User	Active	

The Edit Contact screen for the user displays

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

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

The Manage Contacts screen displays showing the user is now revoked

Manage Contacts
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[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	
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Eleanor	Talotta	Clerk	eleanor.talotta@drs.wa.gov	• Deferred Compensation Program Contact • ERA Notification Contact	Employer User	Revoked - User no longer employed with organization	
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	
Sally	Schauffer	Payroll	sally.schauffer@drs.wa.gov	• Main DRS Contact	Employer Main User	Active	
Ivy	Green	Payroll	debbie.callar@drs.wa.gov	• ERA Notification Contact	Employer User	Active	

Washington