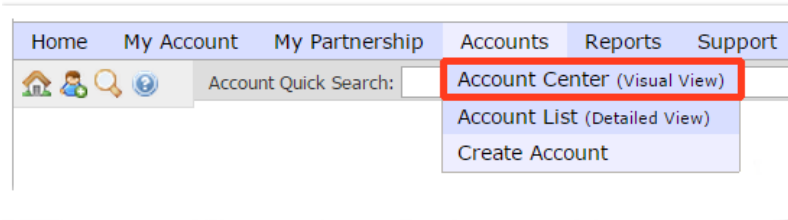


1) To delete a customer account, log in to the [eFolder Web Portal](#).

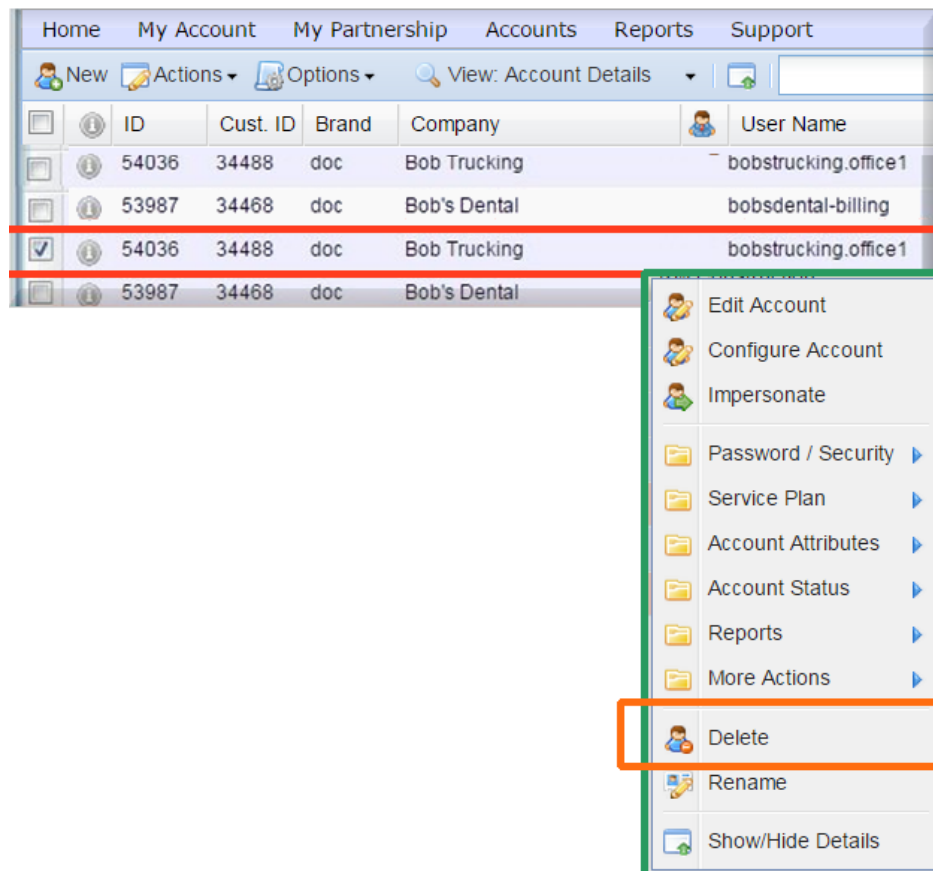
2) Under the **Accounts** menu, select **Account Center (Visual View)**.



3) Next, locate the specific customer account you wish to delete and **click the checkbox in the left column** to select that account.

ID	Cust. ID	Brand	Company	User Name
54036	34488	doc	Bob Trucking	bobstrucking.office1
53987	34468	doc	Bob's Dental	bobsdental-billing
<input checked="" type="checkbox"/>	54036	34488	Bob Trucking	bobstrucking.office1
<input type="checkbox"/>	53987	34468	Bob's Dental	bobsdental-billing

4) Now, **right click** on the account to be deleted to display the **submenu tools**.



5) Finally, click **Delete** from within the submenu tools to delete this customer account.