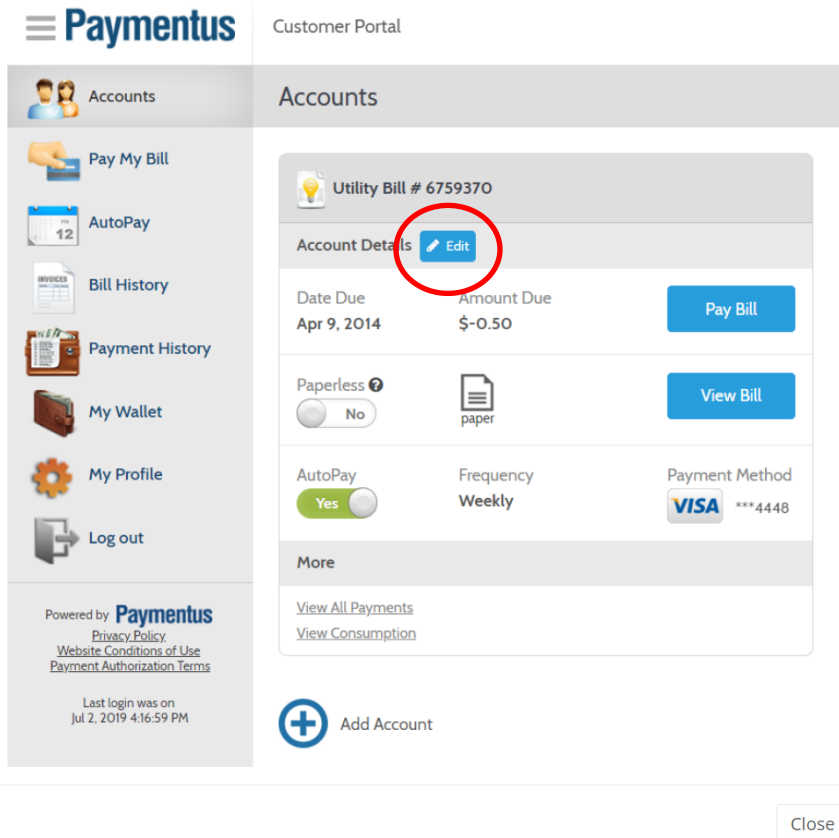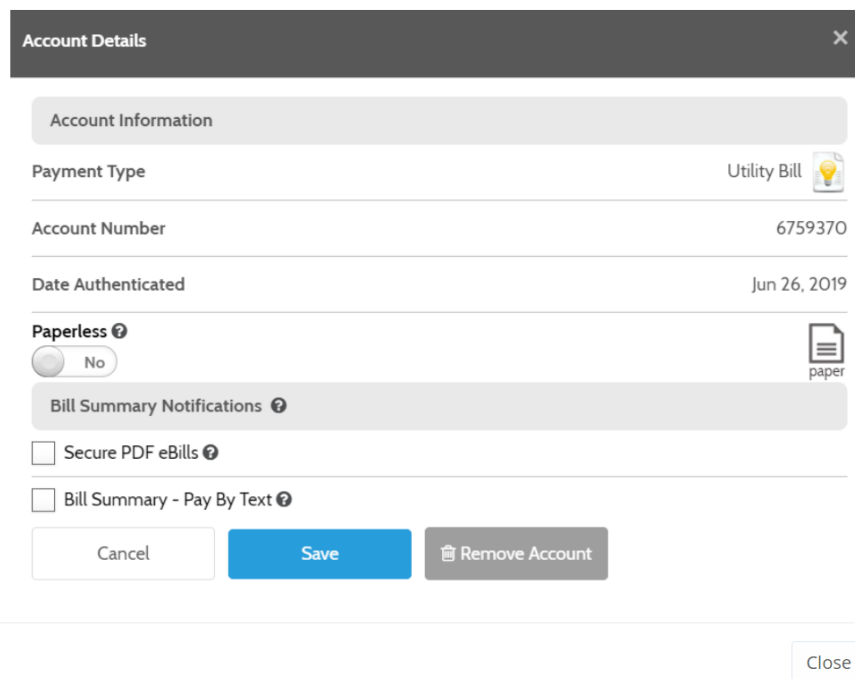# How To: Remove an Account in the Customer Portal

1. In the *Accounts* screen, click **Edit** near the *Account Details* of the account you want to edit.

2. In the *Account Details* pop-up screen, click **Remove Account**.

3. Then, click **Confirm** to confirm that you want to remove that account.

Account # 6759370 ✕

Please confirm removal of this account.

Please note all AutoPay schedules associated with this account will also be removed.

Multiple users still using this account, so paper suppression is unchanged.

Cancel   Confirm

Close

4. To remove any other accounts, repeat the steps above for each account.