

# How to Disable Portal Access for a Contact Group

- 1. Log in as an Admin/internal user
- 2. Open an entity record then click the **General** tab
- 3. On the **General** tab's Web Portal panel, uncheck the **Enable** check box.

The screenshot shows the 'Customer' entity record in the 'General' tab. The 'Web Portal' section has an 'Enable' checkbox that is currently unchecked and is circled in green. Other fields include 'Portal Admin' and 'Portal Role'. Below this is the 'Web Portal Approvals' section with a table for approvals.

Require Approval For	Approver List	Portal Users Only
<input type="checkbox"/>		<input type="checkbox"/>

- 1. Click the **Save** button
- 2. All access for the contact group will be removed

- 1. Log in as an Admin/internal user
- 2. Open an entity record
- 3. On the Entity tab's User Portal panel, uncheck the **Portal Access** check box.

The screenshot shows the 'Entity - aaa vendor' record in the 'User Portal' panel. The 'Portal Access' checkbox is unchecked. The 'Entity Type' section shows 'Vendor' selected. The 'User Portal' section has fields for 'Portal Admin' and 'User Role'.

- 4. Click the **Save** button
- 5. All access for the contact group will be removed

The screenshot shows the 'Contacts' tab with a table of contacts. The 'Portal Access' and 'Active' columns are highlighted.

Name	Email (username)	Title	Phone	Mobile	Location Name	Timezone	Portal Access	Active
ddd	ddd@ddd.com					(UTC-12:00) Internatio...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ccc	ccc@ccc.com				aaa vendor	(UTC-11:00) Coordina...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
bbb	bbb@bbb.com					(UTC-10:00) Hawaii	<input type="checkbox"/>	<input checked="" type="checkbox"/>
aaa	aaa@aaa.com				aaa vendor	(UTC-10:00) Hawaii	<input type="checkbox"/>	<input checked="" type="checkbox"/>