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.

Customer										
New Save Search Delete Ur	ndo Additio	nal - Clé	ose							
Entity Customer General	Locations	Contacts	Split	History	Messages	Activi				
Web Portal										
Enable Portal Admin Portal Role										
Web Portal Approvals										
+ Insert × Delete Export -	🔡 View 🕶	Filter (F3	3)			К Л Ц Ц				
Require Approval For*	st*		Port	Portal Users Only						
□.										

- 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.

ntity Vendor Sp	plit Farm Locations Contacts	Comments (0	0) History Attachments (0)	Message	es Custom Audit Log (8)	
Name:	aaa vendor				Phone:	Entity No: 0001005097
Contact Name 🛛 👻	aaa		Email: 🖂 aaa@aaa.com			Mobile:
Location Name 🛛 🔹	aaa vendor	Orig	gination Date: 02/19/2016		Contact Information	
Address: 🛇	12asd				+ Insert X Remove 🖉	° Types
					Type De	tails
Zip/Postal:	2392 ~	City:	Tenterfield			
State/Province:	NSW	Country:	Australia	~		
Timezone:	(UTC-10:00) Hawaii			~		
Print 1099:	1099 Name:				Entity Type	
1099 Form:				~	+ Insert × Remove	
1099 Type:				~	Entity Type	
Federal Tax ID:					Vendor	
W9 Signed:						
internal Notes:						
					User Portal	
					Portal Access: Dertal /	Admin:

4. Click the Save button

5. All access for the contact group will be removed

Entity Vendor Split	Farm Locations Contacts Co	omments (0) History	Attachments (0)	Messages	Custom	Audit Log (9)				
+ Insert Q, Open X Remove Email Login B: Layout Q, Filter Records (F3)										
Name	Email (username)	Title	Phone	Mobile	Lo	cation Name	Timezone	Portal Access	Active	
ddd	ddd@ddd.com						(UTC-12:00) Internatio		~	
CCC	ccc@ccc.com aaa vendor					a vendor	(UTC-11:00) Coordina		\checkmark	
bbb	bbb@bbb.com						(UTC-10:00) Hawaii		\checkmark	
aaa	aaa@aaa.com				aa	a vendor	(UTC-10:00) Hawaii		\checkmark	