

## Cancelling a Sponsored User

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ProjectTalk enables you to cancel the membership of a sponsored user.

**Note:** If the sponsored user is a pre-paid user, you cannot cancel the sponsored user's membership. Please contact Meridian Sales if the sponsored user is pre-paid.

### **To cancel a sponsored user**

1. On the **My ProjectTalk** page, under the **Administration** section and click **Administer** next to **Account Administration**.
2. The **Account Summary** page opens and displays a brief summary of all the accounts.
3. The **Account Details** page opens.
4. Under the **Project Management Users** or **Collaboration Users** sections, locate the **Sponsored Users**.
5. To open a particular user's details, click the user's name.
6. In the **Billing Account** drop-down list, select **No Account**.
7. ProjectTalk confirms that you want to revoke the user's sponsorship.
8. Click **OK**.
9. Click **Done**.