

Decline an employee's request for authorization

New employees of your company requesting a ProjectTalk membership must be validated and authorized before they can log on to ProjectTalk. If the Master Corporate Administrator assigned you Employee Administration permission, you can validate and authorize these employees. You can also refuse their request for authorization. Employees will receive an email notifying them of your refusal and their information will be removed from the Employee Summary page. They can, however, register again with ProjectTalk.

To decline an employee's request for authorization

1. On the My ProjectTalk page, go to the **Administration** section and click **Administer** next to **Employee Administration**.
2. The **Employee Summary** page opens and displays a summary of all the employees.
3. All the employees waiting for registration authorization are listed by company location.
4. Select the checkbox next to the employee whose request you want to decline and click **Decline selected employees**.
5. ProjectTalk will prompt you to verify that you want to refuse this employee's registration.
6. Click **OK**.
7. This employee's information is deleted from the **Employee Summary** page and an email is sent to the employee.