

## Deleting an Account

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If an account is no longer in use, you may delete it. Before you delete an account, the users assigned to that account must be transferred to another account. Use the Account Details page to view the assigned users. You may also delete an account while editing it in the Edit Account page.

### To delete an account

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. Next to the account you wish to delete, click **Delete**.
4. ProjectTalk will prompt you to confirm that you want to delete this account.
5. **Note:** If users are assigned to this account, ProjectTalk will prompt you to transfer them to another account.
6. Click **OK** if you want to proceed with deleting this account.
7. The billing account is deleted.

## Editing Account Details

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Should you need edit the account details, such as the contact or billing address, use the Edit Details page.

### To edit account details

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. Click **Edit** for the Account you wish to edit account details for. The **Edit Account** page opens.
4. Enter all required information in the fields provided and then click **Done**.
5. Close the Account Details page. The changes are saved.