



The OneRep Admin Dashboard Guide

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Note: If you're already an admin for your company's OneRep plan, please skip to Chapter 3: "Log in as admin."

1. Admin account basics

Thank you for being a OneRep corporate customer. As the OneRep plan administrator, here's what you should know.

Your company account consists of two parts: admin and personal. Inside the admin account, you can invite and manage team members. During your new admin dashboard onboarding, you'll have the opportunity to create your own personal account to protect yourself and your family.

1.1 Admin account. Here, you can:

- Invite your team members to join OneRep
- Track onboarding status and see who has already set up an account
- Resend or revoke an invitation

- Track removal progress for each team member: see how many records OneRep found and how many were already removed
- Manage people who left the company, and much more.

1.2. Personal account. Once you set it up, we'll scan 190+ privacy-breaching websites, remove your exposed information and then monitor for any details that may have reappeared after removal. You have an option to protect yourself only, or your family and yourself. The Family account can protect up to 6 adults total.

2. Get started with your corporate account dashboard

Here are the steps to set up your company account with the option to also set up your personal account.

Note: the personal account is a free OneRep account that is provided for the administrative email address. If you are using a shared email address for the admin account, we suggest creating the “admin only” account.

If using your personal email address for the admin login, then we suggest that you click to “create admin and personal accounts.”

Step 1. OneRep creates your account and sends you the onboarding link via email. To set up your account, we use the email address you provided. Simply follow the link.



Hi! Let's get you set up

1. Create account

Email address*
maryjackson@pronton.me

New password*

Confirm new password*

We'll set up your account using this email address. If you need to change it, please do it later in your account settings.

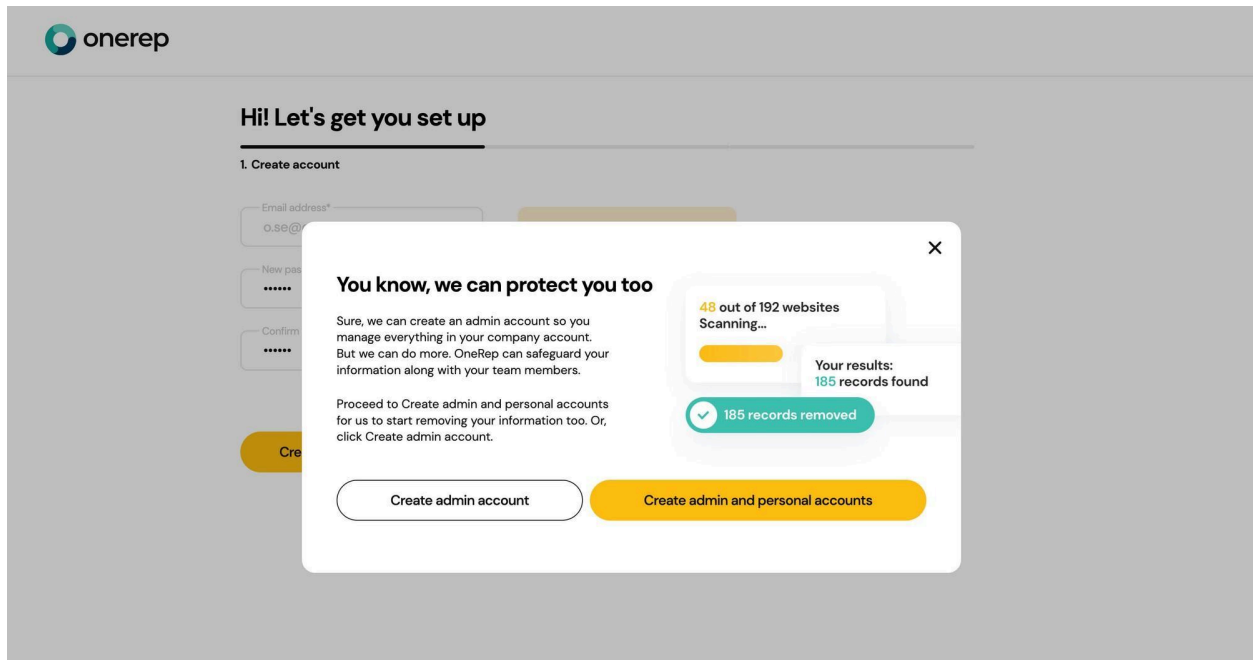
Create account

Step 2. Create and confirm your password. Make sure that both your password and password confirmation match. To view your password, click the eye icon in either field.

You don't need to add your email address; we have already done it for you, using the email address you provided. You won't be able to change your email address now but can do it later in the account settings.

Step 3.

Select your option to create the admin account or both, admin and personal accounts.



If you choose to create the admin account only, click *Create admin account*. Congrats! Your account is set up. You're now on the *People* page of the admin account. Invite your team members to join OneRep.

If you click *Create admin and personal accounts*, there are a few more steps you need to take to complete onboarding.

Step 2.1.

Select your subscription option. You can choose between Individual (covers 1 person) and Family (covers up to 6 adults). Select the plan you prefer and click *Start subscription*.

Let's finish setting up your account

1. Create account **2. Start subscription** 3. Launch removal

Select your plan

Individual
Covers one person for a year

Family
Covers up to 6 people for a year

- Search for listings on 37 data broker sites
- Automated listings removal
- Monitoring for newly appeared listings
- **Unlimited covered** phone numbers, addresses, AKA's/aliases
- Adding new data brokers as they appear
- Monthly report via email
- **24/7** email support

Start subscription

Step 2.2 Add your full name (and any alternate names), date of birth, phone number(s) and address(es). The more information you provide, the more accurate the OneRep search will be.

Click *Launch removal* to finalize your admin and personal account setup.

Let's finish setting up your account

1. Create account 2. Start subscription **3. Launch removal**

Tell us a bit about yourself so we can find and remove the right records for you

First name * Middle name Last name *

Mary Jackson

Date of birth *

Phone number *

City * State * ZIP

Address

i Please fill out this form. We can't start protecting you until you add your details for a thorough search

Launch removal

Congrats! Everything is set up. You should now be on the *People* page. Here, you'll get an alert that both admin and personal accounts have been created.

New people

Add a team member +

Send invitation by email to join OneRep

Share this link with your team. They'll need it to choose a plan and set up an account.

<http://maryjac> **Copy link**



Your new team members will appear here.
As you add new people to the team, you'll be able to track their progress.

In parallel with your account setup, we would have started removing your exposed information.

Select *Go to Personal dashboard* in the upper right menu to check your removal progress. If you're on the Family plan, you can also use your dashboard to add your family members (up to an additional 5 people) and launch exposed information removal for them.

3. Log in as admin

Here's how you access the company account after it has been set up:

Step 1. Visit OneRep's main page onerep.com to log in.

Step 2. Enter the admin account email address you used to onboard as your login and input password.

Step 3. Click *Log in* to enter your admin account.

If you're an existing admin and logging into your new dashboard for the first time, please be sure to go into Settings and set your plan to reflect your contract.

The default setting allows your team to choose between Individual and Family plans. If you are contracted for just Individual or just Family, please make the correct selection. See Chapter 5 of this guide, section 5.2.3 "How to set up the subscription plan for your team members."

4. Navigation

There are two menus available for the admin:

4.1. Company account menu in the left-hand side of the *People* screen. Here is what OneRep can help you do via the menu tabs:

- **People:** here you can manage, add and remove your team members, check their subscription status and removal progress.
- **Sites we remove from:** here you can see the websites we cover and check new privacy-breaching sites we add regularly.
- **FAQ and support:** here you can get answers to your questions about OneRep and personal information removal, e.g., how to change billing details, how automated removal works, and how long it takes to remove your information from Google and people-search websites.
- **Settings where you can:** Set up an invitation link to invite team members to join OneRep. Turn on *Team signup* mode that lets your team members change their plan after onboarding. Once disabled, the mode prevents your team from switching plans after setting up their account.

4.2. The admin menu (in the upper right-hand corner) helps you adjust personal settings: edit your personal details, change password, and reach your Personal dashboard. Here is what you can do via the menu tabs:

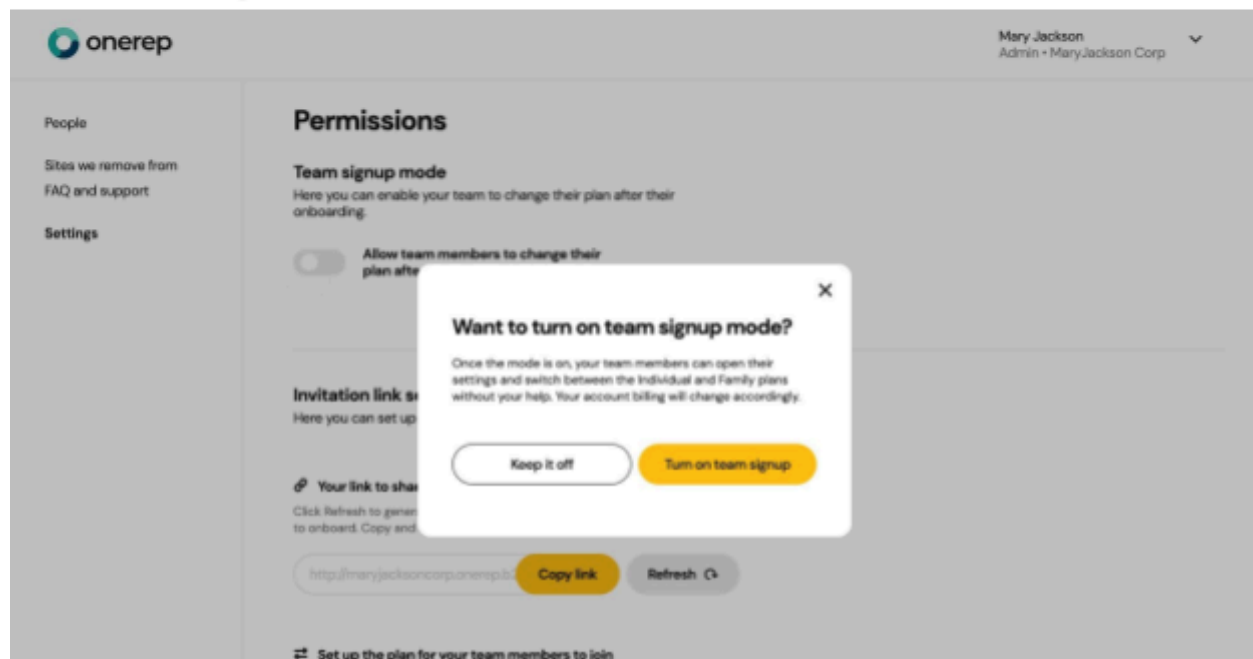
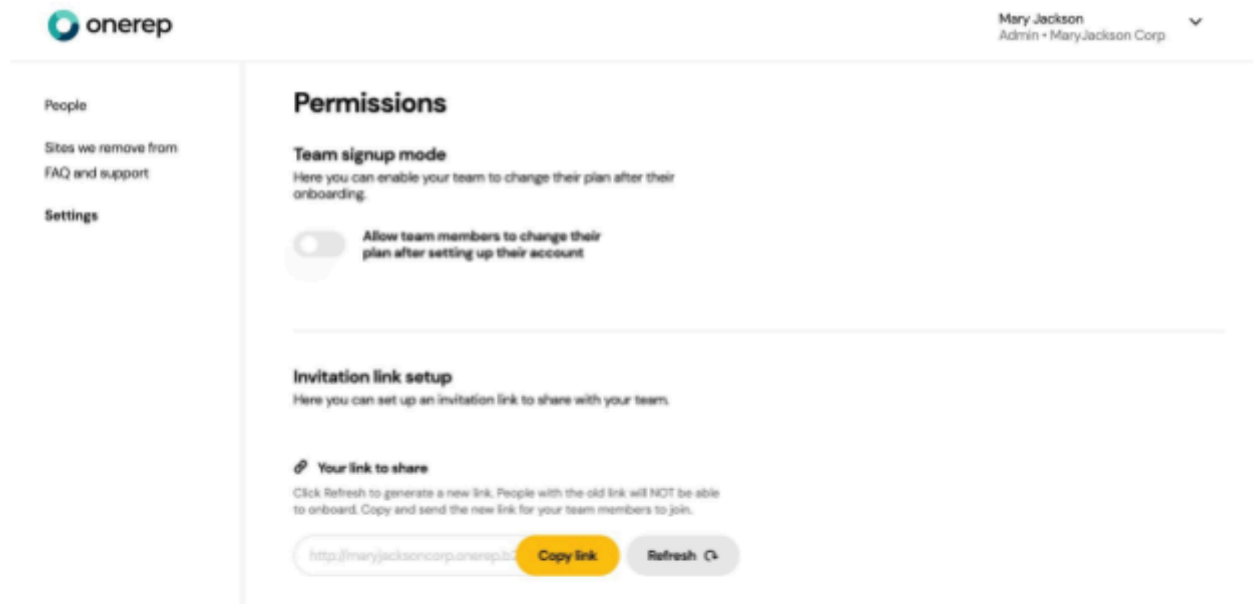
- Once in the Personal dashboard, you can track your information removal. You'll see your search and removal progress i.e., results we found, listings we're working on removing, and those we have already removed.
- **Account preferences:** here you can edit your first and last name, update your email address and change your password.
- **Log out:** here you can sign out of your company account.

5. Settings

5.1 Signup mode

When you invite your team members to join OneRep, they sign up to the plan you choose for them. This means your team members cannot change their plan by default once they set up their account. If you want them to be able to choose their own plan, use the *Signup* mode on the *Settings* page to change this default setting.

To turn on the *Signup* mode, move the toggle switch to the right. Once the mode is on, the toggle will turn yellow. Now your team members can switch between plans in their accounts.



5.2 Invitation link set up

Before you share a link with your team, make sure all settings are adjusted. See 8.2.3.

5.2.1 How to share an invitation link

Unlike the form on the *People* page, the *Invitation link setup* works best if you would like to invite more than one person at a time.

To onboard numerous people, simply click the *Copy link* and share it with all the team members you wish to invite.

5.2.2 Why and how to refresh

If you happen to have shared the link with someone by mistake (e.g., people outside your company), click *Refresh*. A new link will then be generated and the old link will no longer be active. This means anyone with the “old” link will not be able to use it for account signup. You may copy the new link and share it with the people you would like to join OneRep.

onerep Mary Jackson Admin • Mary Jackson Corp

Invitation link setup

Here you can set up an invitation link to share with your team.

Your link to share

Click Refresh to generate a new link. People with the old link will NOT be able to onboard. Copy and send the new link for your team members to join.

<http://maryjacksoncorp.onerep.biz> **Copy link** Refresh ↻

Set up the plan for your team members to join

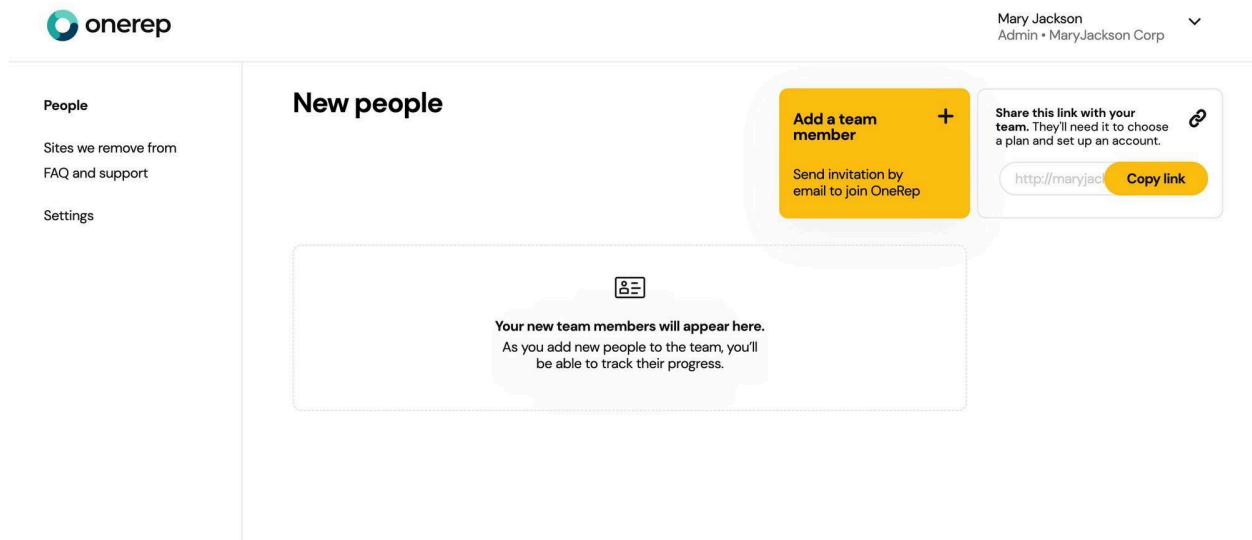
- Both plans**
If invited by link, your team members can choose their plan during onboarding.
- Individual only**
Team members invited via link will only be able to set up an Individual account at OneRep.
- Family only**
Team members invited via link will only be able to set up a Family account at OneRep.

5.2.3 How to set up the subscription plan for your team members

When you share an invitation link with your team members, by default they can choose the plan they would like (The *Both plans* option is preselected on this screen).

To limit your team members’ plan choice during account setup, use *Set up the plan for your team members to join*. Click *Individual only* or *Family only*. Once you do this, the invitation link you previously sent to your team members will reflect the new plan setup. Please note that there’s no need to resend the invitation link. Your team members will now be able to sign up for the new plan you selected for them.

6. Invite team members to join OneRep



From the New people page, there are two ways to add a team member:

Option 1. Send an email invitation through the *Add a team member* card.

Step 1. Click the *Add a team member* card and you'll see a popup form to complete.

Step 2. Add the full name and email address of the team member you wish to invite and select a plan or click *Let your team member choose the plan*.

Step 3. Click *Send invitation*. They should automatically get an email with an invitation link and instructions to join OneRep.

Your team member is now added to the *People* page with a status *Invitation sent*. Once they are onboarded, their status will change to *Active* and you'll see their subscription start date.

To invite more than one person, use *the Link sharing feature* (see Option 2).

The screenshot shows a modal window titled "Add a new team member" with a close button (X) in the top right corner. The modal contains the following elements:

- Input fields for "First name *", "Last name *", and "Company email *".
- A section titled "Select a plan" with three radio button options:
 - Individual**: Covers one person for a year.
 - Family**: Covers up to 6 people for a year.
 - Let your team member choose the plan**.
- A yellow "Send invitation" button at the bottom.

The background shows the OneRep interface with the user "Mary Jackson" (Admin • MaryJackson Corp) and a "Share this link with your team" section with a "Copy link" button.

The screenshot shows the "People" management page. At the top, there is a notification: "Invitation sent successfully to james_smith1087@proton.me." The user "Mary Jackson" (Admin • MaryJackson Corp) is logged in. The page includes:

- A sidebar with "People", "Sites we remove from", "FAQ and support", and "Settings".
- A header with "Add a team member +" and "Copy link" buttons.
- A search bar: "Search by name or email".
- A table with the following data:

Name	Email	Plan	Status	Start	End	Actions
James Smith	james_smith1087@prot...	Individual	Invitation sent			⋮
- Page navigation: "20" and "Page 1 of 1" with navigation arrows.

People

Sites we remove from
FAQ and support

Settings

People

This is where you can manage your team,
track who has joined OneRep, and check
their status.

Add a team member +

http://maryjac

Copy link

Search by name or email

Name	Email	Plan	Status	Start	End
James Smith	james_smith1087@prot...	Individual	Invitation sent		

See details
Resend invitation
Revoke invitation

20

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Option 2. Share a link. To invite more than one team member at a time, use *the Link sharing* feature.

Please note that you'll need to create the invitation link on the Settings page before you can share it with your team members. On the Settings page you can set up the invitation link for your team members to

- Join the Individual plan
- Join the Family plan
- Allow your team members choose the plan during onboarding

If you copy and share a default link, your team members will be onboarded to the Individual plan.

Take these steps to invite people via Link sharing.

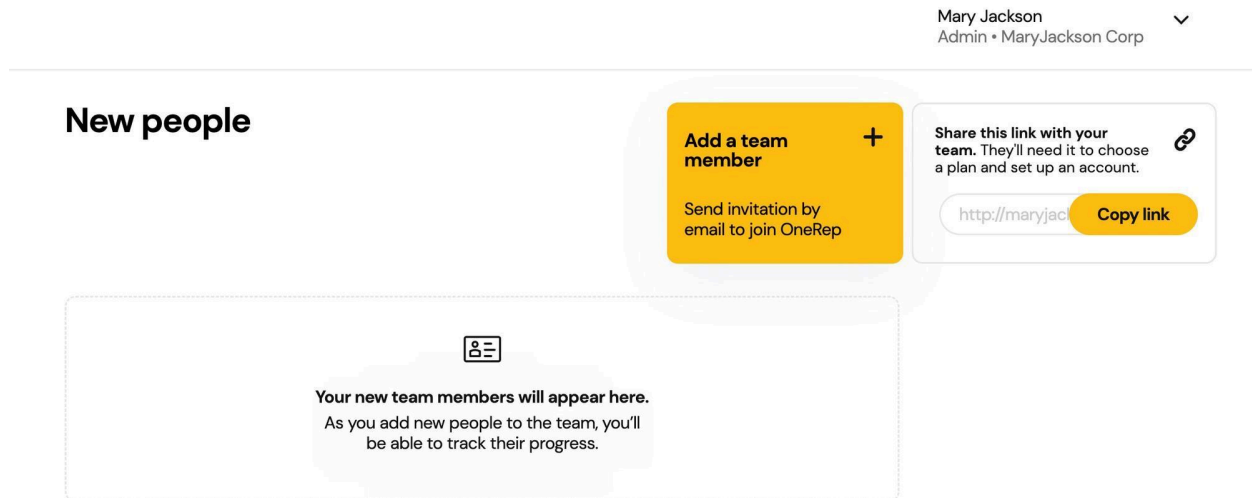
Step 1. Go to the Settings page to select the plan for your team members to join (see the Invitation link setup section).

Step 2. After you set up the invitation link, copy it either on the *Settings* page or on the *People* page. Now you can share the link with the team members you wish to invite via any means available in your company – email, messenger or other. For security reasons, your team members can onboard with their corporate email addresses only. This way, we can recognize them as belonging to your organization and prevent admitting people outside your company.

Once they join OneRep, they will appear on the People page with a status *Invitation sent*.

7. Manage people

The New people screen allows you to oversee your team members' accounts. Once someone joins OneRep, they appear on this page, allowing you to track their onboarding, and check their subscription status and removal progress.



After people have been added to the team, you will see:

- Their full name
- Email address
- Subscription plan
- Status, which shows if a team member has been invited or has already started their subscription. If they're subscribed, you will see whether or not they're using OneRep.
- Subscription start and end dates for members already onboarded.

People

 Sites we remove from
 FAQ and support

Settings

People

This is where you can manage your team, track who has joined OneRep, and check their status.

Add a team member +

<http://maryjac...>

Copy link

 Search by name or email

Name	Email	Plan	Status	Start	End	Actions
Michael Williams	michael_williams0972@...	Family	Active	31 Jan 2023	31 Jan 2024	⋮
James Smith	james_smith1087@prot...	Individual	Invitation sent			⋮

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User status key

- **Invitation sent.** You'll see this status when we've already invited your team member but they haven't signed up yet.
- **Invitation expired.** This status appears after a user hasn't accepted the invitation for 90 days. To add this person after the invitation has expired, simply resend it.
- **Active.** You'll see this status after your team member has accepted the invitation and we have set up their account.
- **Canceled.** This status appears after you cancel this team member's subscription. We'll keep removing their exposed information until their paid period ends.
- **Inactive.** You'll see this status after you canceled your team member's subscription and their paid period has ended. We're no longer removing this person's exposed information.
- **Terminated.** This status appears when you terminate an account, such as in the event of a separation.

The screenshot shows the Onerep 'People' management interface. The user is Mary Jackson, Admin of MaryJackson Corp. The page title is 'People' and it includes a search bar and a table of team members. A red circle highlights the actions available for users with the status 'Invitation sent'.

Name	Email	Plan	Status	Start	End	Actions
Maria Rodriguez	user_corp-maria@prot...	Family	Invitation sent			⋮
David Smith	user_corp-davidsmith...	Individual	Active	31 Jan 2023	31 Jan 2024	See details Revoke invitation Rescue invitation
Maria Garcia	user_corp-mariagarcia...	Family	Inactive	31 Jan 2023	31 Jan 2024	⋮
Robert Brown	user_corp@proton.me	Individual	Terminated	31 Jan 2023	31 Jan 2024	⋮
Michael Williams	michael_williams0972@...	Family	Cancelled	31 Jan 2023	31 Jan 2024	⋮
James Smith	james_smith063@prot...	Individual	Invitation sent Expired			⋮

(Image above shows the options for “invitation sent” users)

The screenshot shows the Onerep 'People' management interface. The user is Mary Jackson, Admin of MaryJackson Corp. The page title is 'People' and it includes a search bar and a table of team members. A red circle highlights the actions available for users with the status 'Active'.

Name	Email	Plan	Status	Start	End	Actions
Maria Rodriguez	user_corp-maria@prot...	Family	Invitation sent			⋮
David Smith	user_corp-davidsmith...	Individual	Active	31 Jan 2023	31 Jan 2024	⋮
Maria Garcia	user_corp-mariagarcia...	Family	Inactive	31 Jan 2023	31 Jan 2024	See details Change plan Cancel subscription Terminate
Robert Brown	user_corp@proton.me	Individual	Terminated	31 Jan 2023	31 Jan 2024	⋮
Michael Williams	michael_williams0972@...	Family	Cancelled	31 Jan 2023	31 Jan 2024	⋮
James Smith	james_smith063@prot...	Individual	Invitation sent Expired			⋮

(Image above shows the options for “active” users)

8. Dashboard actions

8.1 How to resend an invitation

If you see that your team member hasn't signed up yet, you can remind them to join OneRep by resending an invitation through one of the following ways:

Option 1. From the *People* page, click the three dots next to the person you want to invite again. You will see a menu. Click *Resend invitation* to email the invitation again.

Option 2. From the *People* page, click the three dots and then click *See details*. You will be taken to a screen that will display this team member's details and their removal progress once they sign up. Click the *Resend invitation* button to invite this team member again.

Now the invitation email is in your team member's inbox. They can use it to onboard and activate their OneRep account.

The screenshot shows the OneRep dashboard interface. At the top left is the OneRep logo. A notification banner at the top center states "Invitation resent successfully to user_corp+maria@proton.me". The user profile is for "Mary Jackson", Admin of "MaryJackson Corp". The main content area displays the profile of "Maria Rodriguez" with a "Resend invitation" button and a "Revoke" button. Below the profile, a section titled "Maria's removal progress will be here" includes a progress chart showing 0% completion. The chart has three categories: "0 records found" (yellow), "0 removed" (orange), and "0 in process" (light orange).

8.2 How to revoke an invitation

If you sent an invitation to your team member and they haven't set up their account, you can revoke their invitation if you no longer want them to join OneRep. There are two ways to do this:

Option 1. From the *People* page, click the three dots next to the person and then click *Revoke invitation* in the popup menu.

Option 2. From the *People* page, click the three dots next to the person and then click *See details* in the popup menu. When you get to the screen with this team member's details, click the *Revoke* button to withdraw your invitation.

The invitation to join OneRep we sent earlier will still be in your team member's inbox but they will no longer be able to use the invitation link.

The screenshot shows the OneRep interface. At the top left is the OneRep logo. At the top right, the user is identified as Mary Jackson, Admin for Mary Jackson Corp. The main content area is titled 'People' and shows the profile for Maria Rodriguez. The profile card includes a back arrow, the name 'Maria Rodriguez', a note about protecting the profile with a 'Resend invitation' link, and details for email (user_corp+maria@proton.me), plan (Family), and status (Invitation sent). To the right of the profile card are two buttons: 'Resend invitation' (yellow) and 'Revoke' (grey). Below the profile card is a section titled 'Maria's removal progress will be here' with a sub-note: 'As soon as they accept the invitation and get onboarded, we'll start removing their information and display results here'. This section features a circular progress indicator showing 0% completion. To the right of the progress indicator is a legend: '0 records found' (yellow dot), '0 removed' (orange dot), and '0 in process' (light orange dot).

8.3 How to track a team member's removal progress

Once your team member is onboarded and their subscription has started, we begin removing their exposed information. To see their removal progress, click the three dots next to the person and then click *See details* in the popup menu.

Note: as an admin, you cannot see the user's profile details and personally identifiable information (PII); you will only see aggregated stats about their account.

You will be taken to the screen showing their results:

- Records found - number of records discovered for this team member on people search sites
- Records removed - everything we've deleted for this person so far
- Records being removed - records we're currently removing for them

Here you will also see this team member's:

- Subscription details
- Email address
- Subscription plan
- User status

Depending on this team member's status, on this page you can:

- Resend their invitation
- Revoke their invitation
- Change their plan
- Cancel their subscription
- Resubscribe them
- Terminate their account
- Remove this user

The screenshot shows the onerep user management interface. At the top left is the onerep logo. At the top right, the user 'Mary Jackson' is identified as an 'Admin' for 'MaryJackson Corp'. A left sidebar contains navigation options: 'People', 'Sites we remove from FAQ and support', and 'Settings'. The main content area displays the profile for 'David Smith', with a note 'We protect this profile'. The profile details include: email (user_corp+davidsmith@proton.me), plan (Individual), status (Active), and subscription period (31 Jan 2023 - 31 Jan 2024). Action buttons for 'Change plan', 'Cancel subscription', 'Terminate', and 'Remove' are visible. Below the profile, a section titled 'Let's check David's removal progress' indicates that 11 records were found, 0 were removed, and 11 are in process, with a progress indicator showing 0% completion.

onerep

Mary Jackson
Admin • MaryJackson Corp

People

Sites we remove from
FAQ and support

Settings

← **David Smith**
We protect this profile

email user_corp+davidsmith@proton.me
plan Individual
status Active
subscription 31 Jan 2023 - 31 Jan 2024

Change plan Cancel subscription Terminate Remove

Let's check David's removal progress
Here you can see everything we've removed since their account setup

0% 11 records found 0 removed 11 in process

8.4 How to change a team member's plan

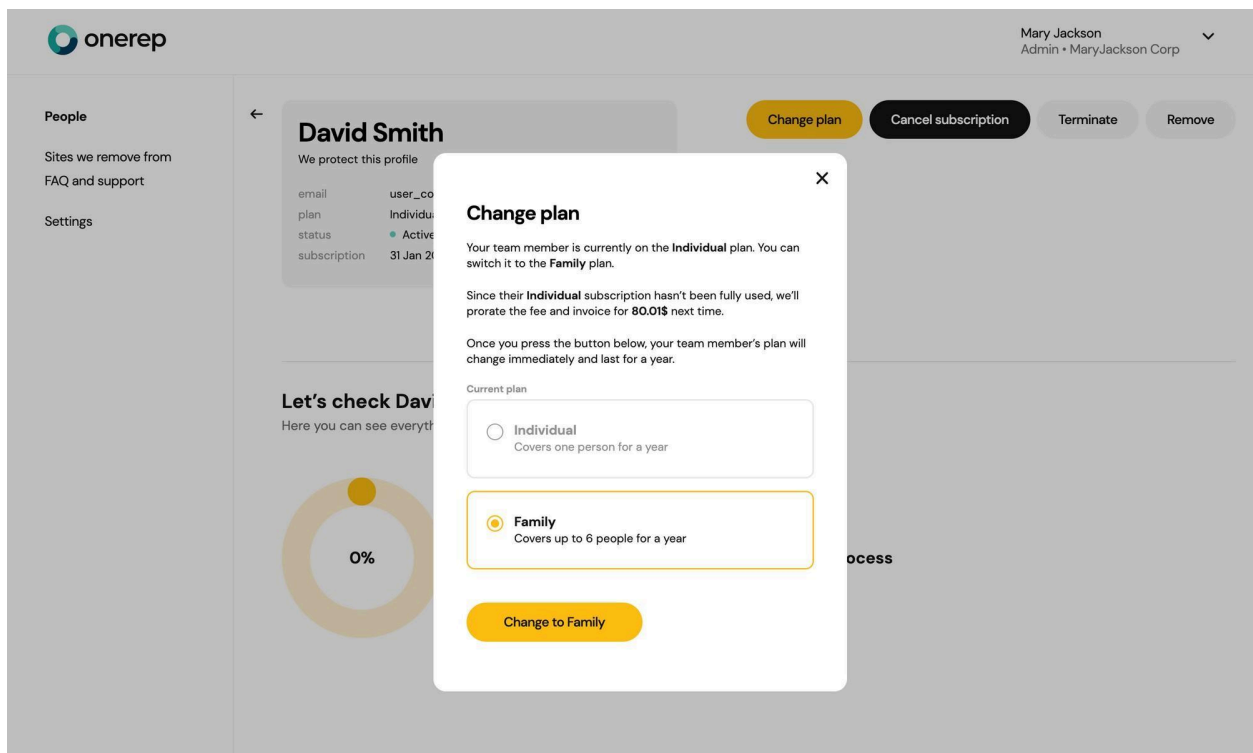
After a team member has signed up, their subscription has started and their status has changed to *Active*. Now you can switch their subscription plan.

There are two ways to do this:

Option 1. From the *People* page, click the three dots next to the person whose plan you want to change. Click *Change plan* in the menu that has popped up. You will see a popup explaining this team member's plan change details. Click *Change to Individual/Family* to switch their subscription plan.

Option 2. From the *People* page, click the three dots next to the person whose plan you wish to change. Click *See details* in the popup menu and then click *Change plan* on the screen with the team member's details you've been taken to. You will see a popup explaining their plan change details. Click *Change to Individual/Family* to switch their subscription plan.

The plan in your team member's account has also been updated.



The screenshot displays the Onerep user interface. At the top left is the Onerep logo. At the top right, the user is identified as 'Mary Jackson, Admin • MaryJackson Corp'. The main content area shows the profile of 'David Smith' with a 'Change plan' button highlighted. A modal popup titled 'Change plan' is open, providing details about switching from the 'Individual' plan to the 'Family' plan. The popup text states: 'Your team member is currently on the Individual plan. You can switch it to the Family plan. Since their Individual subscription hasn't been fully used, we'll prorate the fee and invoice for 80.01\$ next time. Once you press the button below, your team member's plan will change immediately and last for a year.' The 'Family' plan is selected, and a 'Change to Family' button is visible at the bottom of the popup. The background shows a sidebar with 'People' and 'Settings' sections, and a circular progress indicator at 0%.

People

Sites we remove from
FAQ and support

Settings



David Smith

We protect this profile

email	user_corp+davidsmith@proton.me
plan	Family
status	Active
subscription	31 Jan 2023 – 31 Jan 2024

Change plan

Cancel subscription

Terminate

Remove

Let's check David's removal progress

Here you can see everything we've removed since their account setup

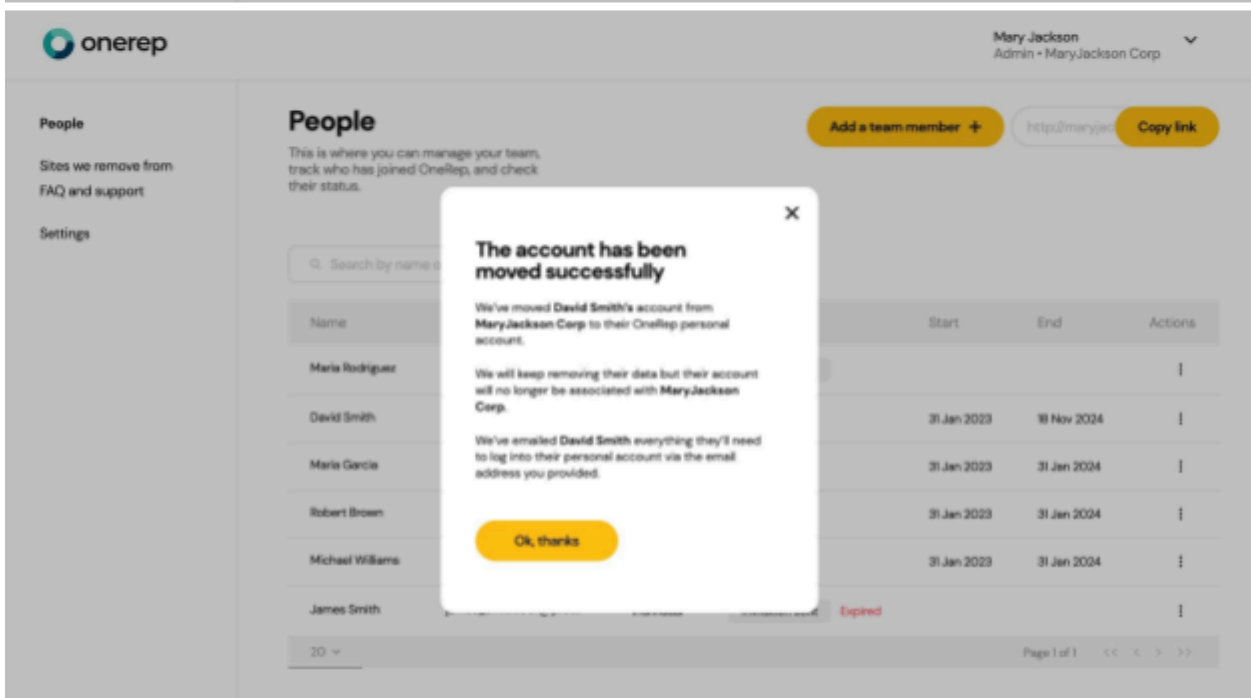
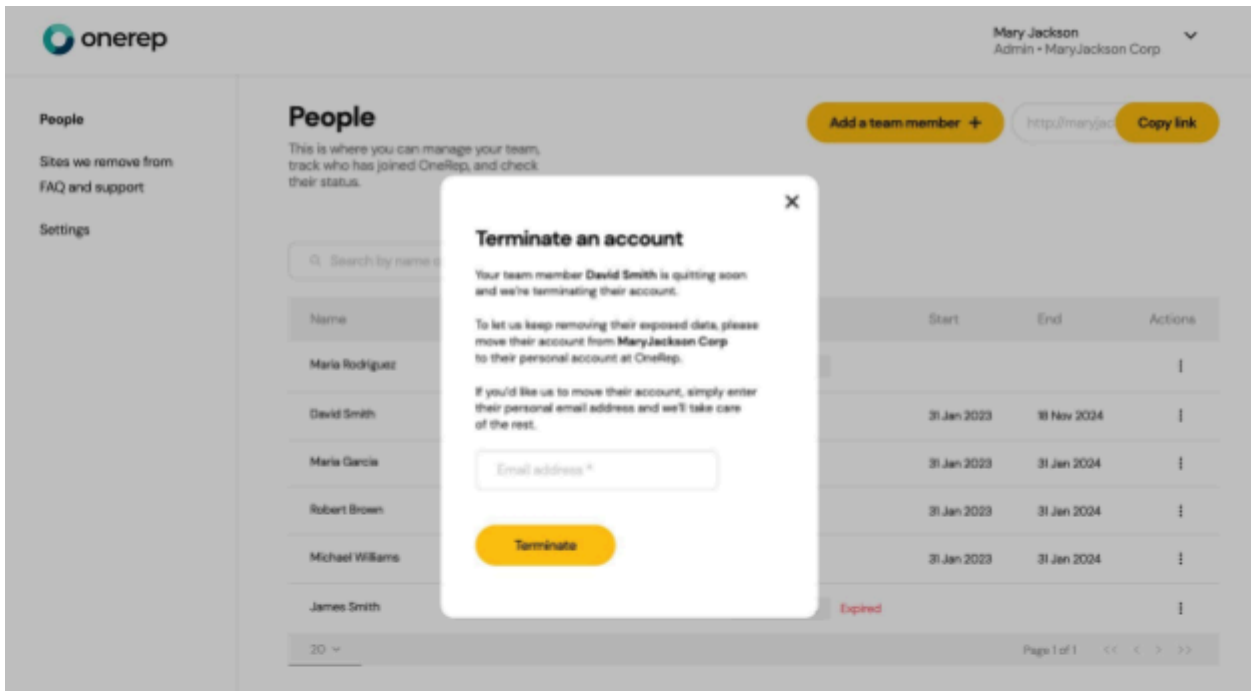


8.5 How to terminate a team member's account

If someone leaves the company but their subscription still has time remaining, we can still protect them in their personal account that will no longer be associated with your company. To help the process, you can terminate their account with your company and we'll convert it to a personal account.

There are two ways to do this:

Option 1. From the *People* page, click the three dots next to the person whose account you want to terminate. Click *Terminate* in the menu that has popped up. If you would like OneRep to continue protecting this team member outside your company account, enter their personal email address to convert their account to personal in a popup that has appeared. Click *Terminate* to proceed.



Option 2. From the *People* page, click the three dots next to the person whose plan you want to change. Click *See details* in the popup menu and then click *Change plan* on the screen with the team member's details. You will see a popup explaining their plan change details. Click *Change to Individual/Family* to switch their subscription plan.

The subscription is now canceled and this team member's status has also changed to *Canceled*.

8.6 How to cancel your team member's subscription

You can cancel a subscription of your team member whose subscription has started. You can cancel a subscription of a person with the *Active* status. After the subscription is canceled, we'll keep removing their exposed information until the end of the paid period. This subscription will not be renewed.

There are two ways you can cancel your team member's subscription:

Option 1. From the *People* page, click the three dots next to the person whose subscription you want to cancel. Click *Cancel subscription* in the menu that has popped up. You will see a popup explaining this team member's subscription cancellation details. Click *Cancel subscription* to proceed.

The screenshot shows the OneRep 'People' management interface. A modal popup is displayed over a table of team members, asking for confirmation to cancel Michael Williams's subscription. The modal text states: 'Want to cancel Michael Williams's subscription? It will remain active until the paid period ends on 31 Jan 2024. After that date, we'll stop removing and monitoring this team member's exposed data.' The modal has two buttons: 'Don't cancel' and 'Cancel subscription'. The background table lists team members with columns for Name, Start, End, and Actions.

Name	Start	End	Actions
Maria Rodriguez			⋮
David Smith	31 Jan 2023	18 Nov 2024	⋮
Maria Garcia	31 Jan 2023	31 Jan 2024	⋮
Robert Brown	31 Jan 2023	31 Jan 2024	⋮
Michael Williams	31 Jan 2023	31 Jan 2024	⋮
James Smith			⋮

People

Sites we remove from
FAQ and support

Settings

People

This is where you can manage your team,
track who has joined OneRep, and check
their status.

Add a team member +

http://maryjac Copy link

Search by name or email

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David Smith	user_corp+davidsmith...	Individual	Terminated	31 Jan 2023	18 Nov 2024	⋮
Maria Garcia	user_corp+maria Garcia...	Family	Inactive	31 Jan 2023	31 Jan 2024	⋮
Robert Brown	user_corp@proton.me	Individual	Terminated	31 Jan 2023	31 Jan 2024	⋮
Michael Williams	michael_williams0972@...	Family	Cancelled	31 Jan 2023	31 Jan 2024	⋮
James Smith	james_smith1087@prot...	Individual	Invitation sent Expired			⋮

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Option 2. From the *People* page, click the three dots next to the person whose plan you want to change. Click *See details* in the popup menu and then click *Change plan* on the screen with the team member's details. You will see a popup explaining their plan change details. Click *Change to Individual/Family* to switch their subscription plan.

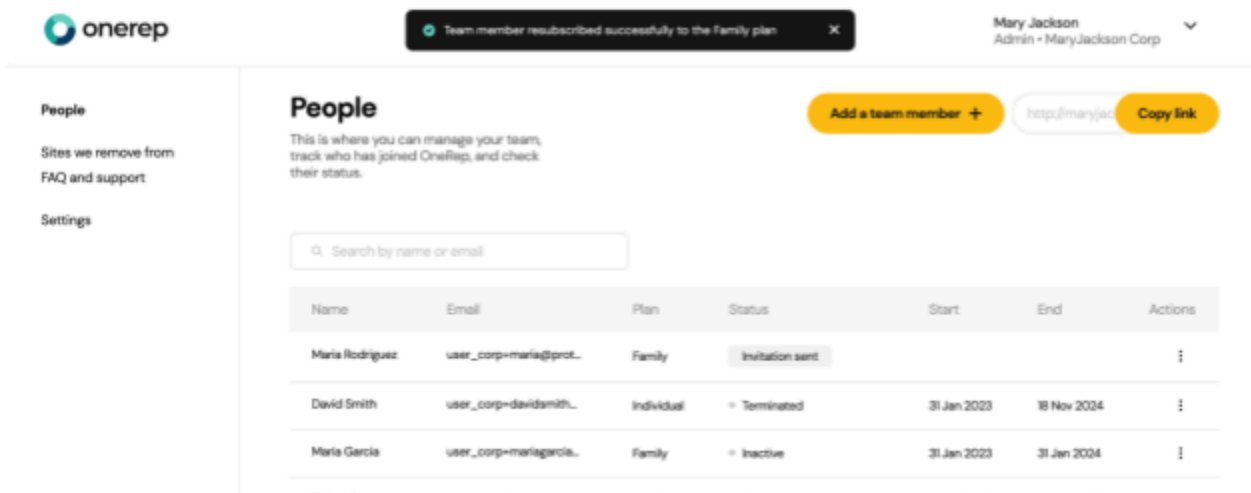
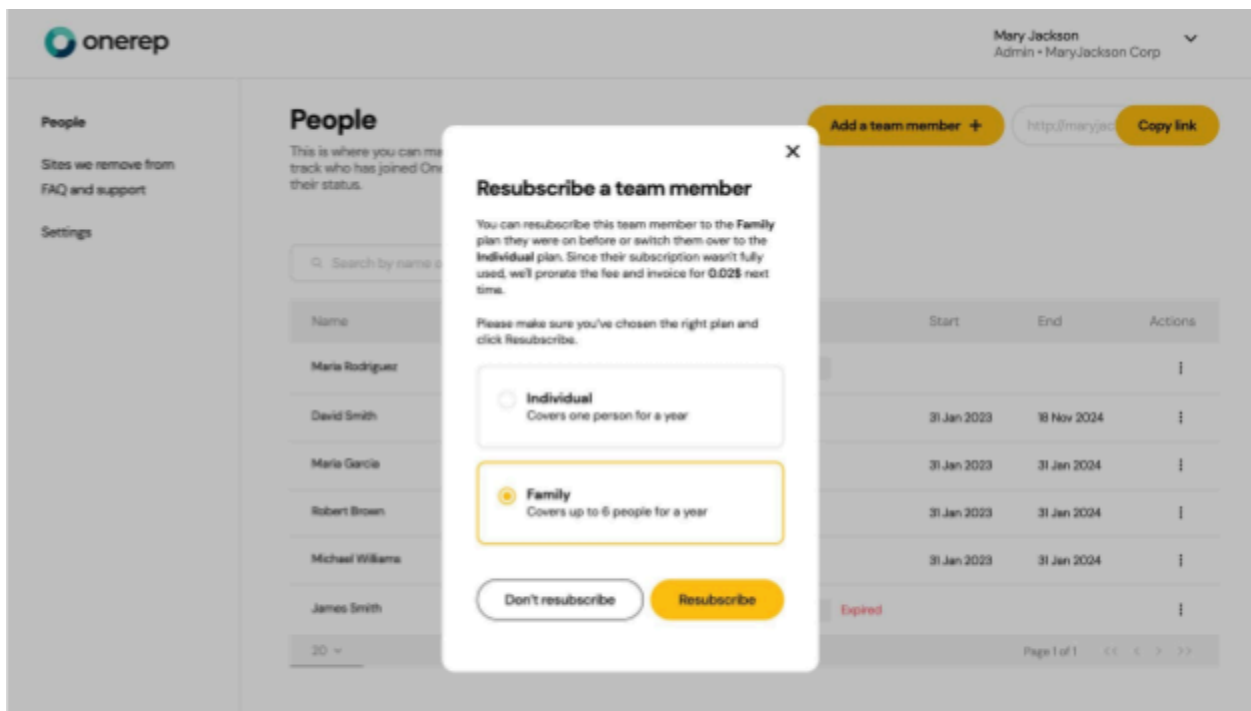
The subscription is now canceled and this team member's status has also changed to *Canceled*.

8.7 How to resubscribe a team member

You can resubscribe your team member if their subscription will not be renewed (status *Canceled*) or is no longer active (status *Inactive*).

There are two ways to do this:

Option 1. From the *People* page, click the three dots next to the person whose subscription you want to renew. Click *Resubscribe* in the menu that has popped up. You will see a popup explaining resubscription for this team member. You can choose the plan they were subscribed to before or select a new plan for them. Select the plan and click *Resubscribe* to proceed.



Option 2. From the *People* page, click the three dots next to the person whose subscription you want to renew. Click *See details* in the popup menu and then click *Resubscribe* on the screen with the team member's details. You will see a popup explaining resubscription for this person. You can choose the plan they were subscribed to before or select a new plan for them. Select the plan and click *Resubscribe* to proceed.

Your team member's subscription is now active again. Their status has also changed to *Active*.

People

Sites we remove from
FAQ and support

Settings



Michael Williams

We protect this profile

email	michael_williams0972@proton.me
plan	Family
status	Active
subscription	31 Jan 2023 – 31 Jan 2024

Change plan

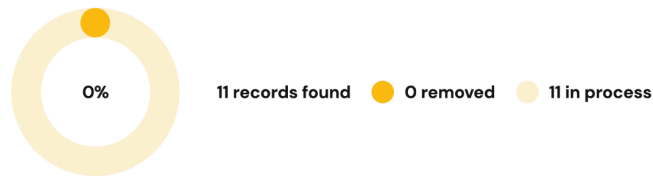
Cancel subscription

Terminate

Remove

Let's check Michael's removal progress

Here you can see everything we've removed since their account setup



8.8 How to remove a team member

Once someone has been removed, their subscription will be immediately stopped and all their details as well as their removal progress will be deleted from the company account. ***Please note that this action cannot be reversed.***

There are two ways to remove a team member:

Option 1. From the *People* page, click the three dots next to the person you want to remove. Click *Remove* in the menu that has popped up. A popup explaining that this person will be immediately removed will appear. Click *Remove* to complete the process.

The screenshot shows the OneRep 'People' management interface. At the top left is the OneRep logo. At the top right, the user is identified as 'Mary Jackson, Admin • MaryJackson Corp'. Below the logo is a sidebar with 'People', 'Sites we remove from', 'FAQ and support', and 'Settings'. The main content area is titled 'People' and includes a description: 'This is where you can manage your team, track who has joined OneRep, and check their status.' There are buttons for 'Add a team member +', a URL 'http://maryjac...', and a 'Copy link' button. A search bar is present with the placeholder 'Search by name or email'. A table lists team members with columns for Name, Start, End, and Actions. A modal window titled 'Remove team member' is open, asking 'Want to remove Robert Brown? Once you press the Remove button, we'll delete them from your team within MaryJackson Corp's account.' The modal has 'Don't remove' and 'Remove' buttons. The table below the modal shows the following data:

Name	Start	End	Actions
Maria Rodriguez			⋮
Maria Garcia	31 Jan 2023	31 Jan 2024	⋮
Robert Brown	31 Jan 2023	31 Jan 2024	⋮
Michael Williams	31 Jan 2023	31 Jan 2024	⋮
James Smith	james_smith1087@prot...	Individual	Invitation sent Expired ⋮

At the bottom of the page, there is a pagination control showing '20' and 'Page 1 of 1' with navigation arrows.

Option 2. From the *People* page, click the three dots next to the person whose account you want to remove. Click *See details* in the popup menu and then click *Remove* to complete the process.

Your team member is now removed.

onerep Mary Jackson
Admin • MaryJackson Corp

People Remove

← **David Smith**

We keep protecting this profile outside your company

email	user_corp+davidsmith@proton.me
plan	Individual
status	Terminated
subscription	31 Jan 2023 - 18 Nov 2024

Remove team member ✕

Want to remove **David Smith**? Their subscription will be stopped immediately and we'll remove them from your team within **MaryJackson Corp's** account. Once they're removed, we'll stop protecting their exposed data.

Don't remove Remove

We no longer update David's removal progress here

After you terminate this team member's account, the results are available in their personal account

onerep Mary Jackson
Admin • MaryJackson Corp

People Remove

← **David Smith**

We keep protecting this profile outside your company

email	user_corp+davidsmith@proton.me
plan	Individual
status	Terminated
subscription	31 Jan 2023 - 18 Nov 2024

We no longer update David's removal progress here

After you terminated this team member's account, the results are available in their personal account

People

Sites we remove from
FAQ and support

Settings

People

This is where you can manage your team, track who has joined OneRep, and check their status.

Add a team member +

<http://maryjac...> Copy link

Name	Email	Plan	Status	Start	End	Actions
Maria Rodriguez	user_corp+maria@prot...	Family	Invitation sent			⋮
Maria Garcia	user_corp+marigarcia...	Family	Inactive	31 Jan 2023	31 Jan 2024	⋮
Robert Brown	user_corp@proton.me	Individual	Terminated	31 Jan 2023	31 Jan 2024	⋮
Michael Williams	michael_williams0972@...	Family	Active	31 Jan 2023	31 Jan 2024	⋮
James Smith	james_smith1087@prot...	Individual	Invitation sent Expired			⋮

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If you have any questions about your new dashboard or this guide, please contact Laura at laura@onerep.com.