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**SOP- Deleting & Suspending Accounts for Tools & Subscriptions- Systems Vault**

**PREREQUISITES**

[Master: SOP- Tools & Subscriptions- Systems Vault](https://docs.google.com/document/d/1pXMrbWIWo5rEqp7cCkNmV4AiPuVfq0oL0IQ2YjF5-wA/edit?usp=sharing)

[SOP- Password Sharing- Sarah Noked OBM](https://docs.google.com/document/d/1tEfj5QxLYcticR1H0C5vVt6V7qugElYMgfhypYgCucc/edit?usp=sharing)

[Master: Current Subscriptions and Paid Tools- Systems Vault](https://docs.google.com/spreadsheets/u/0/d/1HvUzU7wKMxlG6nq_oaRzdKWkLUYpf5Yiv1-7zWnCL84/edit)

[Teamwork Chat](http://sarahnoked.com/teamwork)

[Lastpass](http://lastpass.com)

**PURPOSE**

When we no longer require a subscription to a product or services, we delete the account.

**POLICY**When deleting an account, you must have approval from Sarah Noked.

**PARTY**

All Team Members

**PROPERTY**

Operations Manager

**PROCESS**

Part 1: Get Approval to Delete/Suspend

Part 2: Delete/Suspend Account

Part 3: Archive details in [Lastpass](http://lastpass.com)

Part 4: Notify Sarah via [Teamwork Chat](https://sarahnoked.teamwork.com/chat/channels/43094) that account was deleted

Part 5: Update [SN Master: Current Subscriptions and Paid Tools](https://docs.google.com/spreadsheets/d/10McwyPxeNvj2mIB2W3WWKDc8COoRh7rAsHLYpUyYmu4/edit?usp=sharing)

**PROCEDURES**

**Part 1: Get Approval to Delete/Suspend**

1. Gain authorization of deletion/suspension from Sarah

**Part 2: Delete/Suspend Account**

1. Navigate to the subscription account and delete the account.

**Part 3: Archive Details in** [**Lastpass**](http://lastpass.com)

1. Follow Part 6 of [SOP- Password Sharing- Sarah Noked OBM](https://docs.google.com/document/d/1tEfj5QxLYcticR1H0C5vVt6V7qugElYMgfhypYgCucc/edit?usp=sharing)

**Part 4: Notify Sarah and channel via** [**Teamwork Chat**](https://sarahnoked.teamwork.com/chat/channels/43094) **that account was deleted**

1. Notify @all via the [Teamwork Chat](https://sarahnoked.teamwork.com/chat/channels/43094) INTERNAL channel

**Part 5: Update** [**SN Master: Current Subscriptions and Paid Tools**](https://docs.google.com/spreadsheets/d/10McwyPxeNvj2mIB2W3WWKDc8COoRh7rAsHLYpUyYmu4/edit?usp=sharing)

1. Strikethrough the details on [SN Master: Current Subscriptions and Paid Tools](https://docs.google.com/spreadsheets/d/10McwyPxeNvj2mIB2W3WWKDc8COoRh7rAsHLYpUyYmu4/edit?usp=sharing) and remove the amount from total

**Created by:**

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