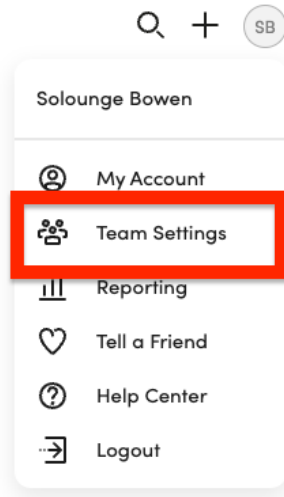


Off boarding: Klara

1. Once signed in, selected the desire market
2. Click your profile icon and select Team Settings



3. Select the Members tab and search for the desired user

Team settings

Inbox Templates **Members** Office Hours

Add colleagues from your organization here. Remember, anyone you invite will get access to all your patients and messages on Klara.

Invite by email

Permission set

Member

Invite

4. Click onto the three dots followed by Disable account from the desired market

Admin ▾

Admin ▾

Make Member

Disable account

Reset Password

Admin ▾