

# How to Delete an Existing Service via IT Service Portal

**Article ID:** KB0039495

**Created:** 2025-01-28 06:58:36

**Updated:** 2025-01-28 12:35:16

**Author:** {'link':

'https://fmcnadev.service-now.com/api/now/table/sys\_user/acaf843397d74958f7e3bb8fe153afe3',

'value': 'acaf843397d74958f7e3bb8fe153afe3'}

**Category:** {'link':

'https://fmcnadev.service-now.com/api/now/table/kb\_category/8c16c448c3821a100acd3300150131c4',

'value': '8c16c448c3821a100acd3300150131c4'}

Services refer to applications or services assigned to your computer or available for you to use. You have the option to remove them when they are no longer needed. To do this, follow the instructions below.

Details:

1. Go to IT Service Portal.
2. Click on My Services on the top of the screen
3. You will be able to see the list of your services as well as the cost that is charged to your cost center
4. To retire a service, select the service and select Retire Service    NOTE: This will delete the service which will then no longer be charged to your cost center.