

User Guide

Terminate Account

Here are some important notes with regards to terminating your GeBIZ subscription account:

- You can only terminate your own paying account.
- If you are holding the free authorised representative account for your company, you WILL NOT be allowed to terminate this account. (Refer to the “More Information” tab.)

The following steps illustrate how to terminate your subscription account with GeBIZ.

1. At the “My Stuff” main page, click “My Profile”.

The screenshot shows a grid of navigation options on the 'My Stuff' page. The options are:

- Watchlist**: View and manage opportunities added to your watchlist.
- Contracting Instruments**: View and download formal contracts, letters of acceptance or purchase orders issued to you.
- Invoices**: Create and manage your electronic invoices using information in the invoicing instructions.
- My Profile**: Change your personal profile, password or terminate your account. (This link is highlighted with a red box.)
- Government Supplier Registration**
- Invitations**: View all opportunities that your company has been invited to participate in.
- Period Contracts**: View your period contracts.
- Credit Notes**: Create and manage credit notes for your electronic invoices.
- Filters**: Create your own search filters and find opportunities based on your preferences.
- Bills**: View and pay subscription fees billed to
- Responses**: Track your open and closed responses.
- Invoicing Instructions**: View and use the information in the invoicing instructions to create your invoices.
- Payment Status**: View payment status of your electronic invoices and credit notes.
- Company Admin**: Change your company details, add/swap your authorised representatives or set up your beneficiaries.

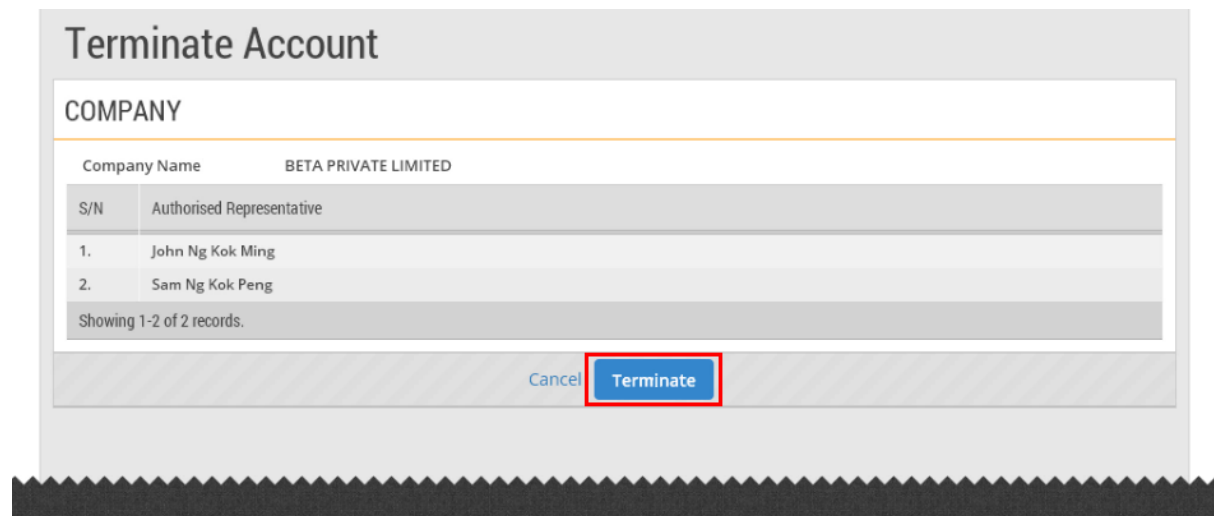
2. At the “My Profile” page, click “Terminate Account”.

The screenshot shows the 'My Profile' page with the following user details:

Name	Sam Ng Kok Peng
Login Type	GeBIZ ID
Login ID	S4223797C
Email	SamNg@beta_pte_ltd.com
Contact No.	63768956
Fax No.	

At the top right of the profile page, there are three links: [Edit Profile](#), [Change Password](#), and [Terminate Account](#). The 'Terminate Account' link is highlighted with a red box.

3. Click the "Terminate" button.



4. Click "Yes" to confirm your wish to terminate your account.

