

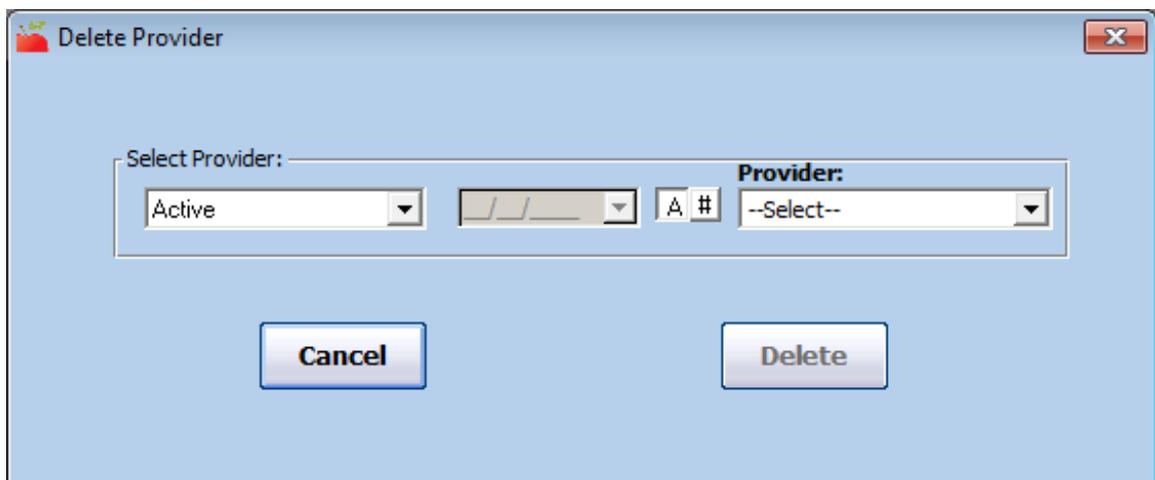
# Delete Providers

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**Wait!** We strongly recommend that you only delete those providers you have enrolled in error. Deleting providers completely erases them (and their data) from your database **forever**. Note that you cannot delete providers that have recorded meals. If you need to remove these providers and prevent them from logging in and submitting claims, see [Remove Providers](#) .

To delete providers:

1. Click the **Administration** menu and select **Delete Provider**. The Delete Provider dialog box opens.



2. Click the **Select Provider** drop-down menu and select the provider status in which to search. For example, you can select Pending, to select a pending provider.
3. Click the **Provider** drop-down menu and select the provider to delete.
4. Click **Delete**.
5. Click **Yes** at the confirmation prompt. The Deleting Provider from Database Please Wait Message displays.
6. Once the process is complete, the Provider Successfully Deleted From

Database message displays. Click OK.

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