



## Chapter 5

# Suspend/Terminate developer account

from How To Manage Developers In The ADP  
Marketplace Guide

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## Chapter 5

# Suspend/Terminate developer account

## **Suspending a Developer User Account using the Developer Self Service Portal**

You can suspend a developer account using the [Developer Self Service Portal](#) following the steps below.

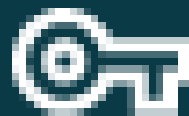
1. Log into the [Developer Self Service Portal](#) and click on **"Members"** on the right hand side.



Projects



Members



Certificate

- This will take you to the Active and Suspended Members view

Active members		
NAME	USER NAME	
ME Michael Esposito	MEsposito@partnerz	VIEW DETAIL
PP paul puglisi (myself)	ppuglisi@partnerz	VIEW DETAIL
PP Partner Project	PProject@partnerz	VIEW DETAIL
x		

Suspended members		
The member(s) in this list are suspended manually or by the system due to no login activity. Please view the detail of the member for the suspended reason.		
NAME	USER NAME	
SS Steve Smith	SSmith@partnerz	VIEW DETAIL
x		

- Click on the three dots to the right of the Developer you wish to suspend and click on **"Suspend Member"**

Active members		
NAME	USER NAME	
ME Michael Esposito	MEsposito@partnerz	VIEW DETAIL
PP paul puglisi (myself)	ppuglisi@partnerz	VIEW DETAIL
PP Partner Project	PProject@partnerz	VIEW DETAIL
x		

[Edit profile](#)  
[Reset password](#)  
[Suspend member](#)

- You will get a new window asking you if you are sure if you want to suspend that member. You will hit **"Suspend"**

Suspend member

Are you sure you want to suspend member Partner Project?

The member will no longer have access to Partner Self-Service.

MEMBER NAME

Partner Project

EMAIL ADDRESS

paul.puglisi@adp.com

USER NAME

PProject@partnerz

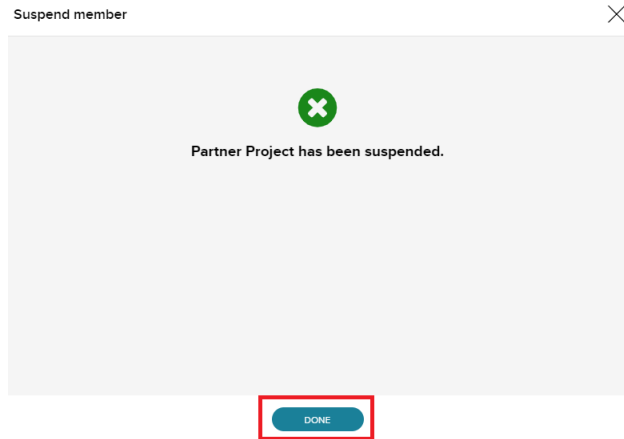
CONTACT PHONE NUMBER

+1 2125555555

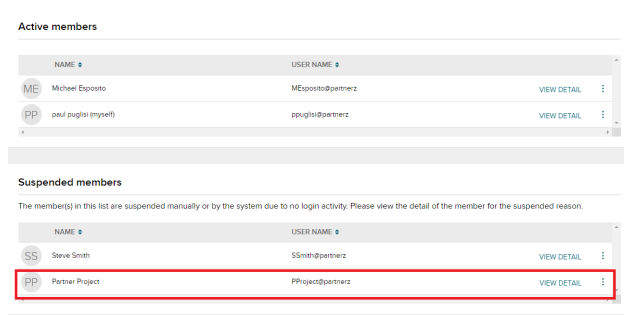
CANCEL

SUSPEND

- The next window will be a confirmation of the member being suspended. Click on **"Done"**



6. The user you suspended will now show up in the **"Suspended Members"** section and will no longer have access.

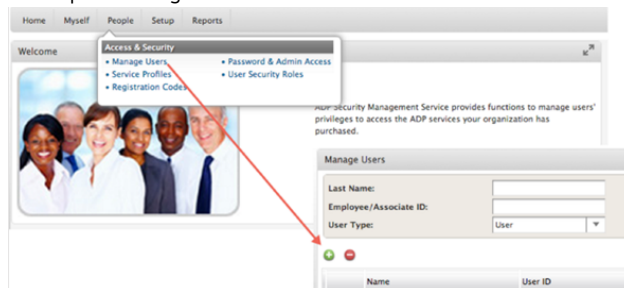


## Suspending or Terminating a Developer Account (Netsecure)

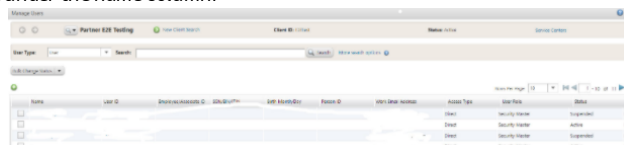
A partner administrator can suspend or terminate the developers' account.

Go to [ADP's identity management system](#) to manage developer accounts.

1. Log in as an administrator, then select People -> Manage Users



2. Select the user by clicking the link under the name column.



3. Select the **"Access Information"**.

Access Information

First Name: \*

Middle Name/Initial:

Last Name: \*

Country:

Address:

City/Town:

4. Change the status to **"Suspended"** and click the **"Save"** button.

Access Information

User Registration: 12/05/2018 02:14:19 p.m.

Last Login: ⓘ

Access Type: ⓘ Direct

Status: ⓘ ☐ Active ☒ **Suspended**

Suspended Reason: SUSP\_EX\_ADP\_USER\_ACCOUNT  
Details: adper@adp 04/16/2021 11:50:40 p.m.

Account Status: ⓘ Active

Notes: Suspended by inactivity [06/29/2019]

Save Reset

5. Clicking the **"Save"** button completes the suspend / terminate of the developer with ADP netsecure account. After this they would not be able to access ADP netsecure.