

## How Do I Terminate A Reseller?

*Credentials required: Gatekeeper Admin*

Goal: Learn how to terminate resellers after being approved.  
Resellers must be "Approved" in order to make this status change.

Termination is a book-keeping status used to identify resellers that have had their agreement or addendum ended. Legal must also communicate a formal notice of termination to the Reseller. A PDF of the communication can be uploaded to the Reseller's Portal profile. You can only Terminate Approved resellers.

1. **On the "Review Resellers" page, click** the company name of the reseller you would like to Terminate.

Last Modified Date	Account Type	UserName	Company	Email
2/23/2016 1:48:06 PM	DISTRIBUTOR	DGeorge	<a href="#">Tee Up</a>	deandrageorge@me.com
2/22/2016 2:20:14 PM	DISTRIBUTOR	DeMoynGeorge	<a href="#">SUMAC Foundation</a>	deandrageorge@me.com

2. **After selecting the desired reseller,** a new window will take you to the "Reseller Details" page.

### Reseller Details

**Company:** SUMAC Foundation      **Username:** DeMoynGeorge      **Current Status:** Unapproved

**Admin Comments:**  
**Status Log:** [Status Log](#)  
**Download Details:** [Export](#)

---

### Communication History

Date	Type	Comment	Document Link	Added By	Delete
2/22/2016 2:20:13 PM	AgreementCode	IDST	<a href="#">Link</a>	DeMoynGeorge	<a href="#">Delete</a>

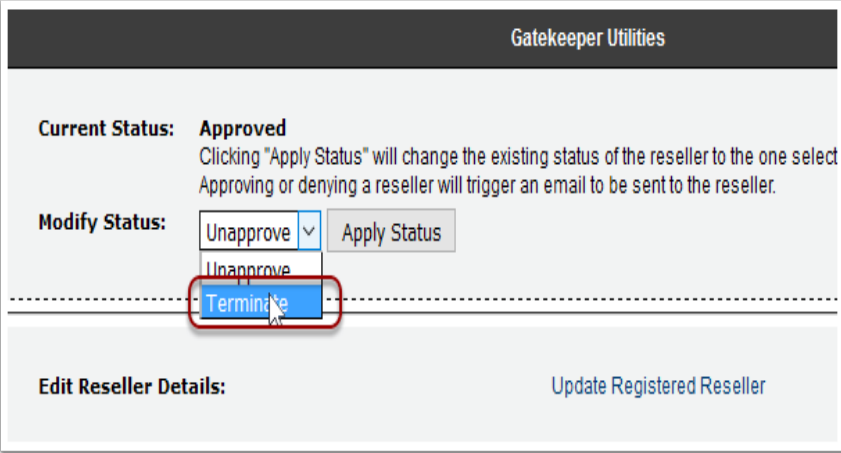
[Add New Communication](#)      [Download History](#)

---

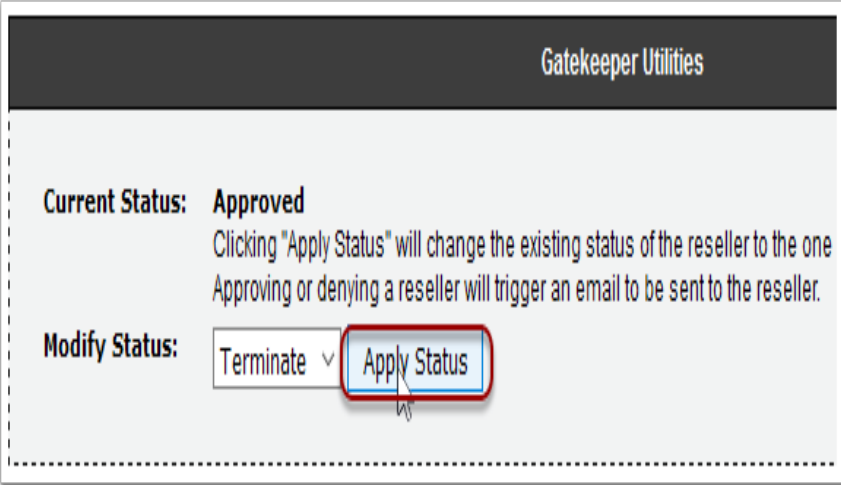
### Basic Details

**First name:** DeAndra

3. On the "Reseller Details" page, scroll down to Gatekeeper Utilities, expand the drop down menu and select "Terminate" on the list.



4. After choosing Terminate, click "Apply Status" next to the drop-down list.



**What's Next?**

Learn how to spot duplicates [here](#).

Would you like to be connected with the most up-to-date resources and free tools provided by Web Services US? [Register here](#).

Would you like to learn more about Reseller Management click [here](#).