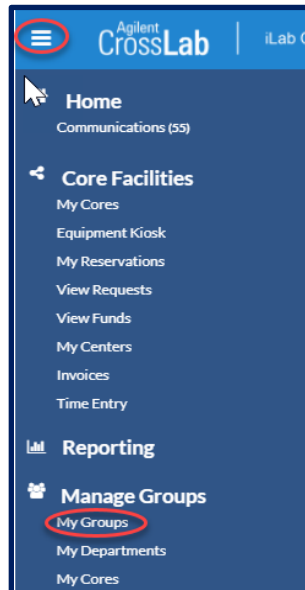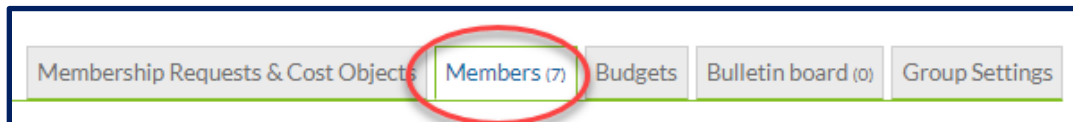# Removing a Lab Member from a PI Lab Account

1. Log into iLab and select the PI account from your My Groups menu by clicking the 3 horizontal bars from the upper left side of the page.
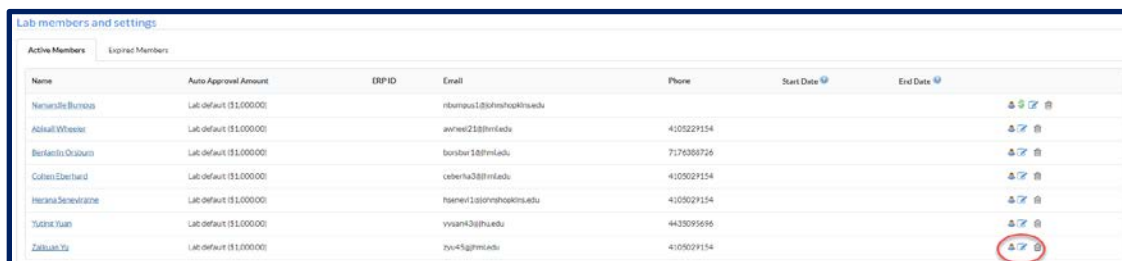

2. Click on the Members tab on the right side of the PI's account page.

3. Go to the lab member you wish to remove and click on the trash can icon on the right side of the page. That will remove the member from the lab account.
   Please Note: If a dialogue box appears telling you that you cannot remove this individual because of pending service requests or charges, click on the edit pencil icon.

4. An Edit membership box will open. Go to the bottom and enter today's date as the end date of their membership in the lab. Click the blue Save button and you're done.

Removing a Lab Member from a PI Lab Account (cont'd)