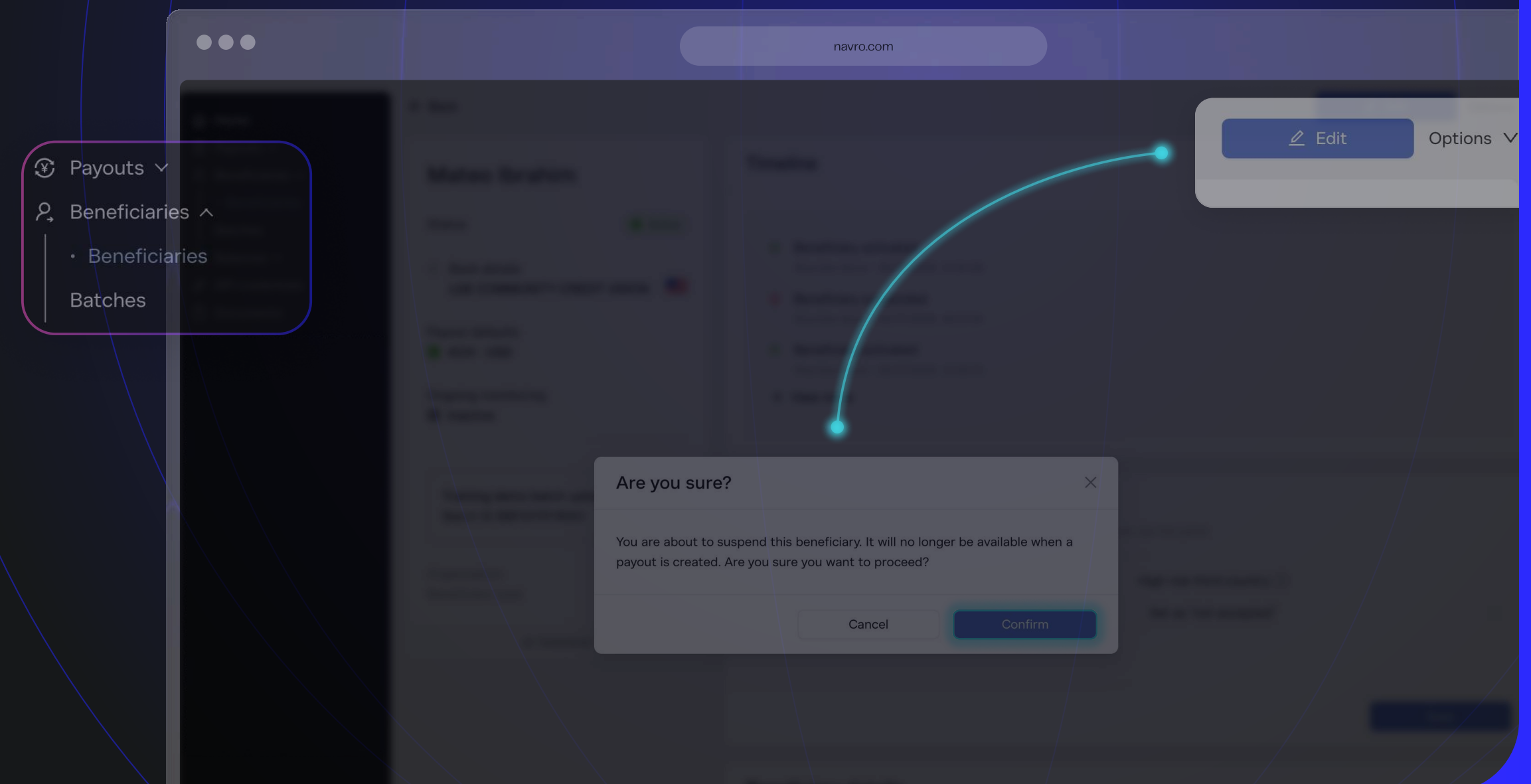


07.

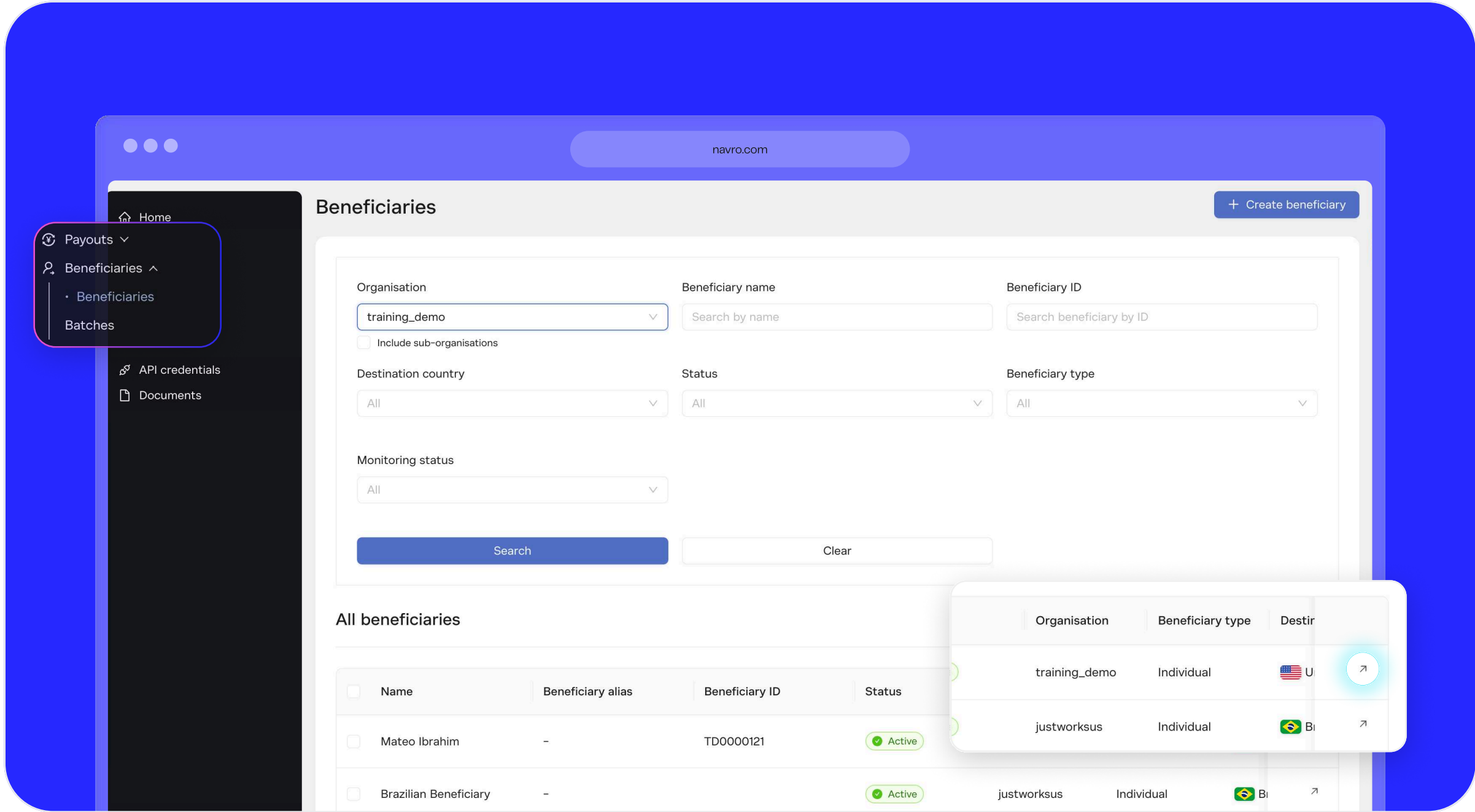
Amend or Suspend users



This guide is designed to help you get started using Navro. We hope you find it useful. If you need further support please do not hesitate to reach out to us via email support@navro.com

How to amend or suspend users in the Navro Hub

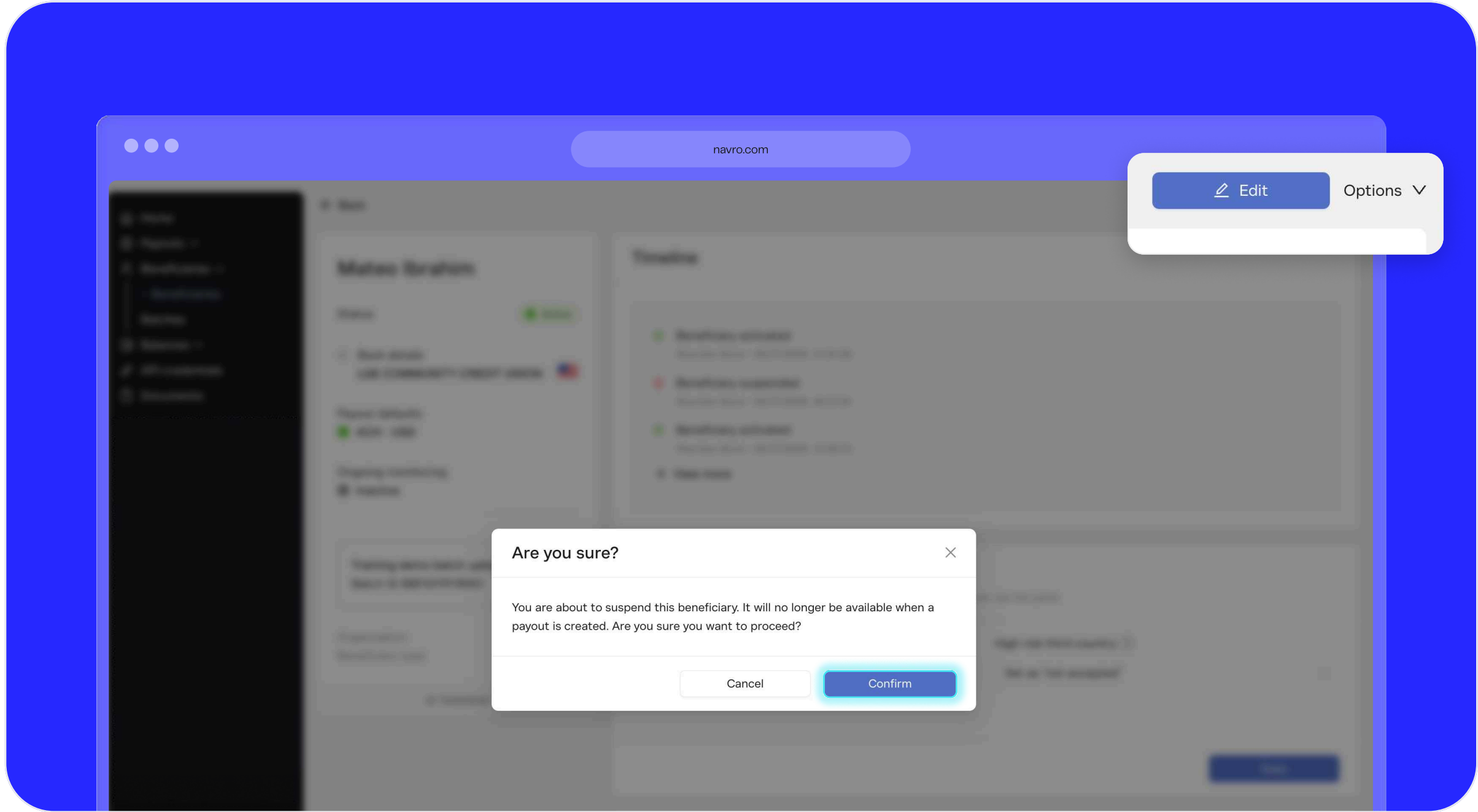
1



Find the Beneficiary

Navigate to the **Beneficiaries** area of the Navro Hub. Find the beneficiary you wish to suspend (or amend) and click on the arrow on the far right side of the page. Suspending a user will prevent new payments to be made to this beneficiary.

2

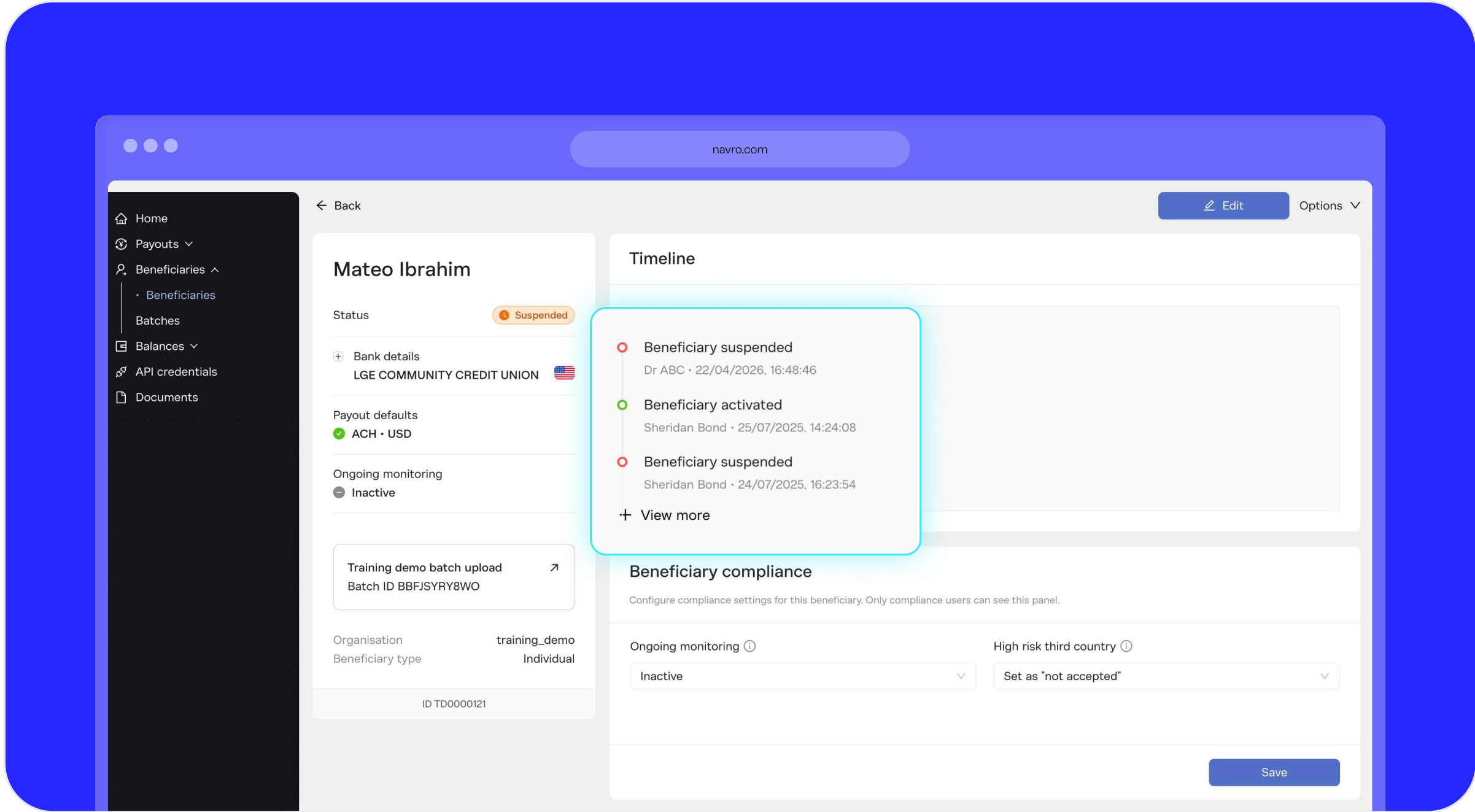


Suspend Beneficiary

In the top right corner you can select **Options > Suspend**. Select **Confirm**.

How to amend or suspend users in the Navro Hub

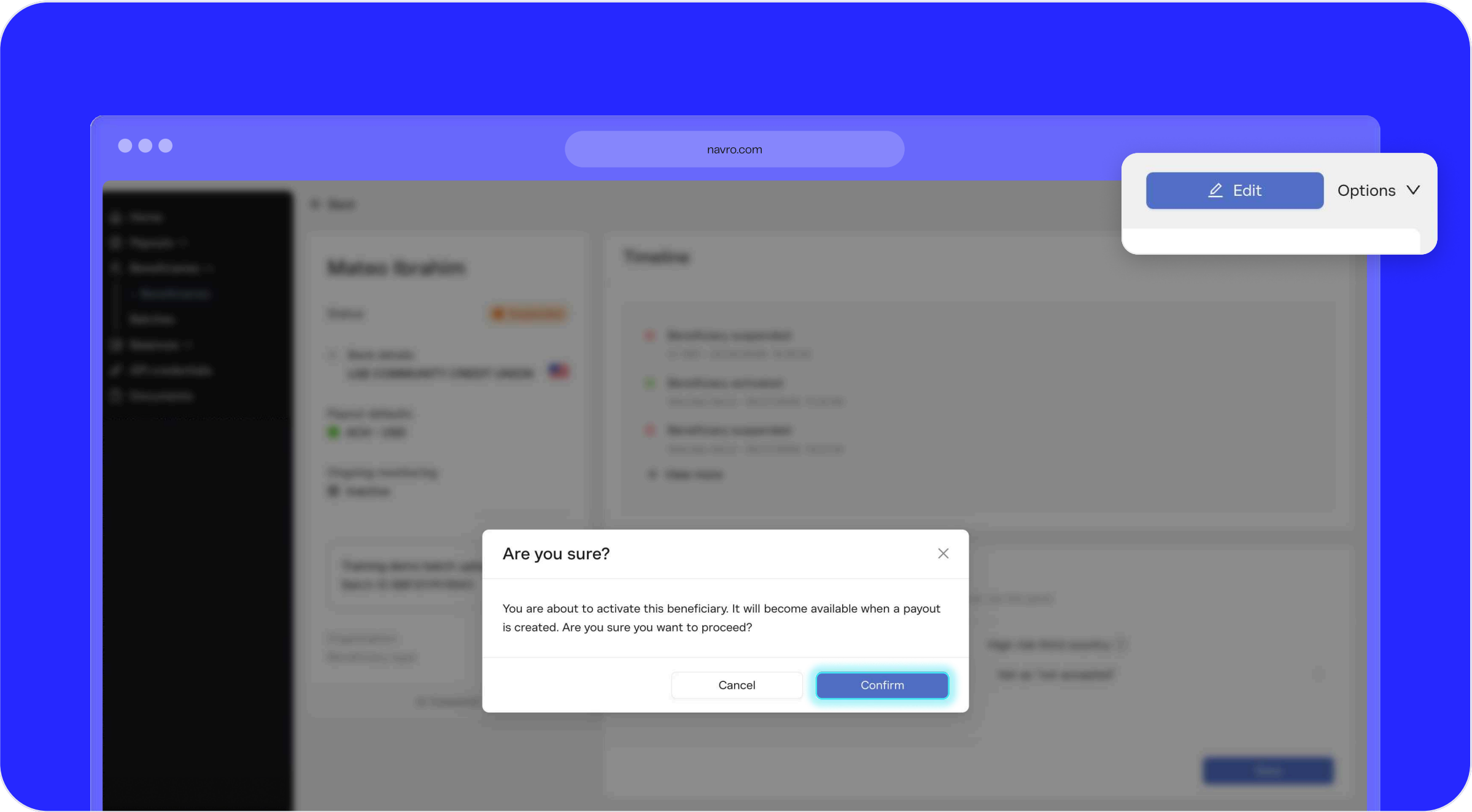
3



Beneficiary status is updated

The status of the beneficiary will be updated to **Suspended** and a note of this action will be visible in the beneficiary timeline

4



Activate Beneficiary

To activate a suspended beneficiaries, repeat the process above. Navigate to the beneficiary, and select **Options > Activate** in the top right corner. Click **Confirm**.



Get in Touch

 support@navro.com

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