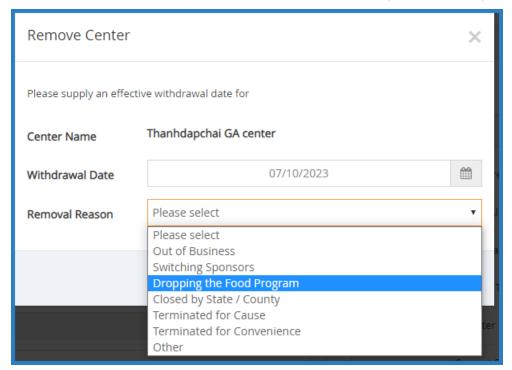
Remove/Deactivate Centers

You can remove centers from your active list of centers. Centers that you have removed can no longer access KidKare.

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To do so:

- 1. From the menu to the left, click **Center Management**.
- 2. Select Manage Center Information.
- 3. Click the **Select Center** drop-down menu at the top of the page and select the center to remove. The Manage Center Information page opens.
- 4. Click Remove Center. The Remove Center pop-up opens.
- 5. Click the **Withdrawal Date** and select the date on which to remove this center. This box defaults to today's date.
- 6. Click the Removal Reason drop-down menu and select the reason you are removing this center.



- 7. Click Continue.
- 8. At the Center Removed Successfully message, click Close.

Note: To view information for centers you've removed, check the **Removed** box in the **Select Center** drop-down menu to include Removed Centers in the menu.