

Deleting a Team Member

Summary

As a team admin in BuilderPal, you can easily remove individual team members from your team. This action revokes their access and removes them from the team roster. Note that BuilderPal does not charge per user—there is no cost associated with team member count. For full team deletion (removing the entire team, not just an individual member), contact support directly

support@builderpal.com and request a full team deletion, our team will help you with this.

Prerequisites

- You must have **Team Admin** role or be the primary account holder.
- Ensure you're logged in to the primary account with admin privileges.
- Back up any shared resources or data associated with the member before deletion.

Steps

1. Navigate to **Team Office** from the main dashboard menu. !
2. Select **Team Members** to view the list of current team members. !
3. Click on the specific member you want to delete to open their profile details. !
4. Locate the **trash can** icon in the member's profile and click it to confirm deletion. !

Confirmation

After deletion, the member will be immediately removed from the team list and lose access to shared BuilderPal resources. You can verify this by refreshing the **Team Members** page and confirming the user no longer appears.

FAQ

What happens to the deleted member's data?

Deleted members lose access to team resources, but their personal BuilderPal account remains intact unless they are the primary holder.

Can I undo a team member deletion?

No, deletions are permanent. To re-add the member, invite them again via the **Team Members** add option.

Who can delete team members?

Only users with **Team Admin** role or the primary account holder have this permission.

How do I delete the entire team?

To delete your whole team (not just a single member), email support@builderpal.com from the primary account holder or a team admin account and request full team deletion.

Does deleting a member affect billing?

No, BuilderPal does not charge per user, so team member deletions have no impact on costs.

Related Articles

- [Add a New Team Member](#)
- [Manage Team Roles and Permissions](#)
- [Invite Collaborators to a Project](#)
- [Upgrade Your Team Plan](#)
- [Troubleshoot Team Access Issues](#)
- [Full Team Deletion Process](#)

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