



Capital
Markets



How to Revoke/Unrevoke User Access to RBC Clear

1. On the blue bar at the top of the page, click on the **Administration** tab.
2. Scroll down to the “All Users” section to locate the user you would like to revoke or unrevoke.
3. To the far right of the individual's name, click the **three dots**.
4. Choose **Revoke Access** or **Un-revoke Access**. If revoking user access, please proceed to step 5 on the next page.

The screenshot displays the RBC Clear Administration interface. The top navigation bar includes 'Menu', 'Accounts', 'Payments', 'Administration' (highlighted with a yellow circle and '1'), and 'Relationship Management'. The main content area is titled 'Entitlements Management' and includes buttons for 'Generate Entitlements Report' and 'Create New User'. Below this, there are sections for 'Actions Summary' (0 Users Pending Your Approval, 1 Payment Rules Pending Your Approval) and 'Actions to Review'. A table lists actions with columns for Type, User/ID, Status, Priority, Product(s), and Updated. Below the table, there is a section for 'All Users' (highlighted with a yellow circle and '2'). A table lists users with columns for Type, Name/Contact, Status, and Product(s). A dropdown menu is open for a user, showing options: Duplicate User, Revoke Access (highlighted with a yellow circle and '4'), Remove / Delete, and entitlements.resend-verification. A yellow circle with '3' is placed over the three dots menu icon.

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5. If “Revoke Access” is chosen, a “Revoke Access” pop-up box will populate.

6. In the “Provide reason here” field, enter the reason you are revoking the user’s access, then click **Revoke User**.

Please note, if Revoke Access is chosen, the user will not have access to RBC Clear until an administrator completes this process again, this time choosing Un-revoke Access.

