

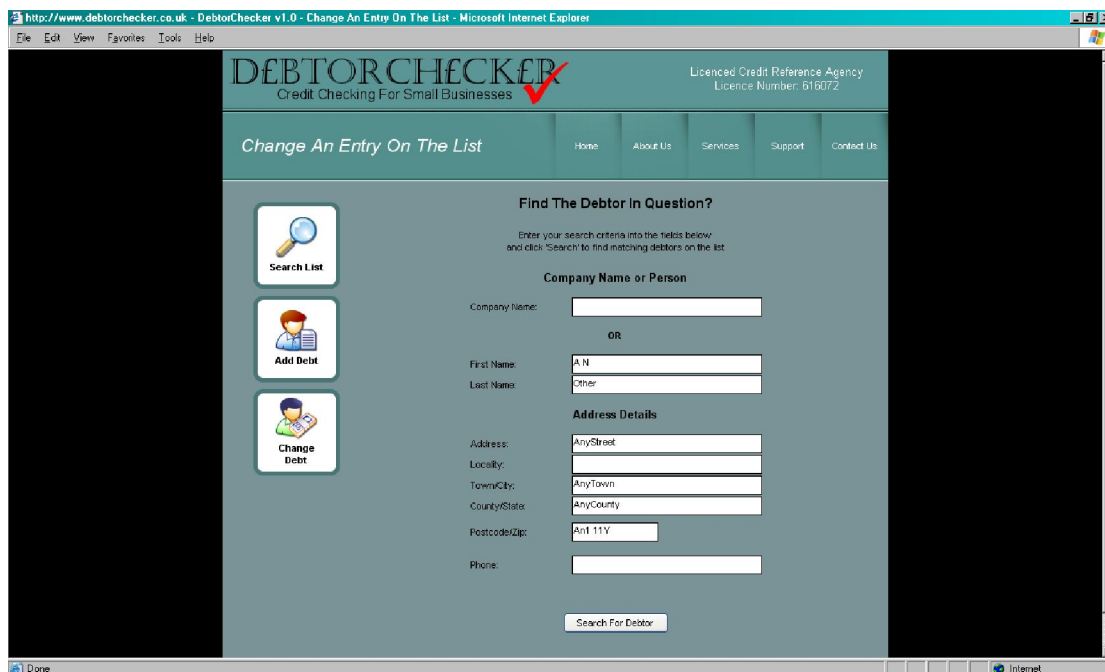
How do I remove one of my debtors from DebtorChecker?

Sign in to www.debtorchecker.co.uk from the homepage and you will be taken to the welcome page as follows.



Please note you can only remove debts associated with a debtor that you entered. If another member business has entered debts against the same debtor then you will only be allowed to delete the debt you entered against that debtor.

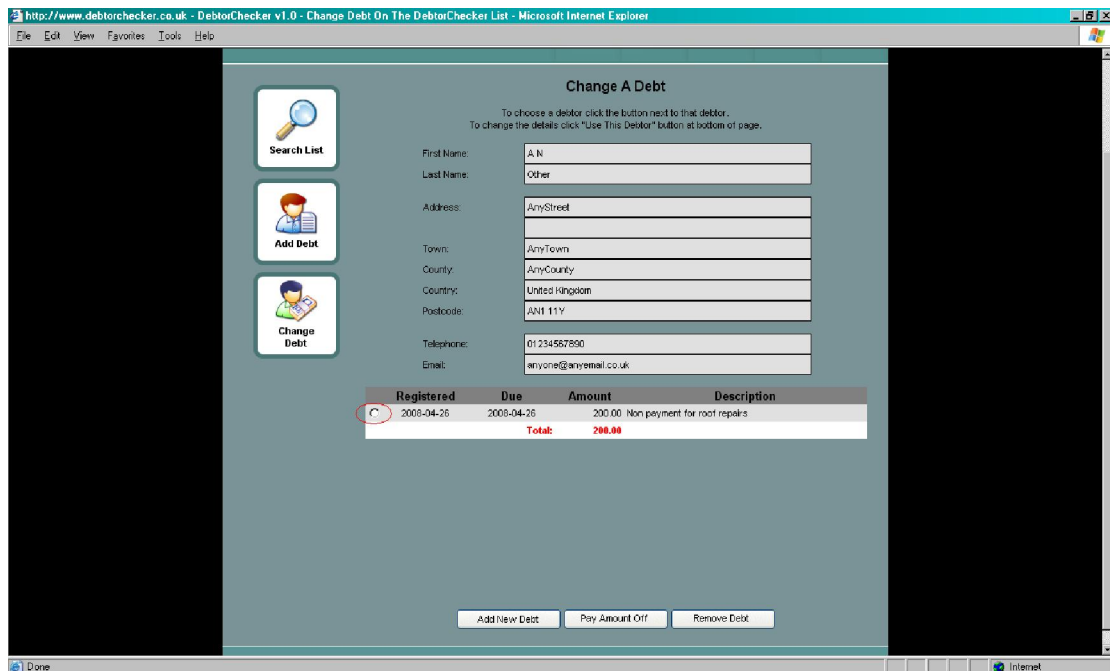
To remove a debt click “Change Debt” and enter the details of the debtor whose debts you want to remove as in the following screen shot.



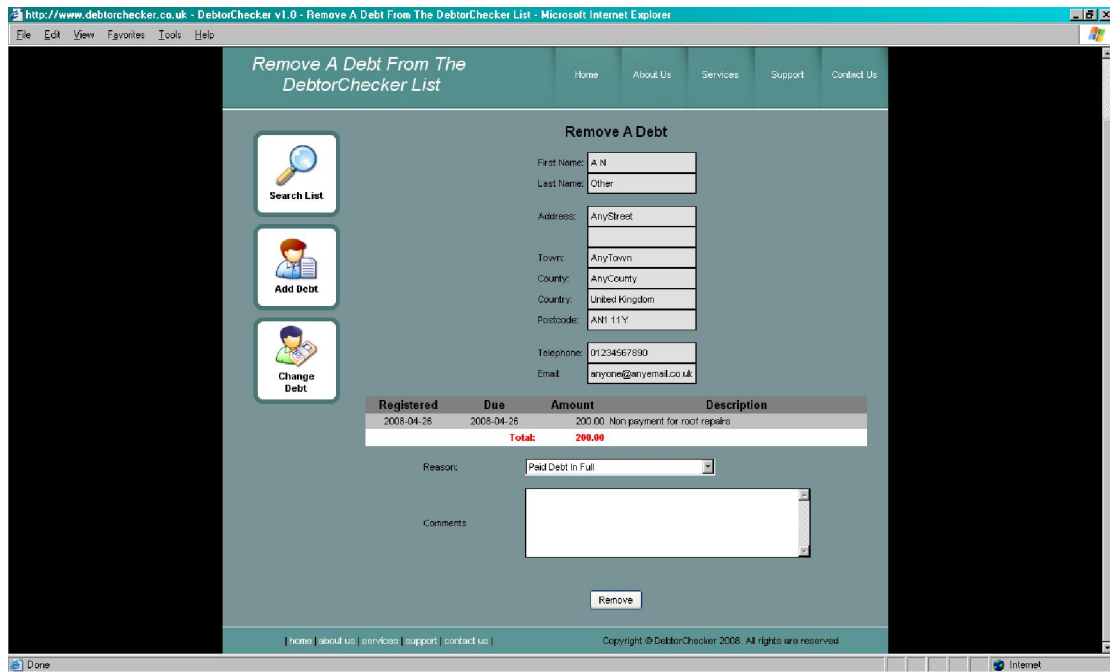
Click “Search For Debtor” to be taken to the following screen shot and confirm the search has returned the debtor you were searching for.



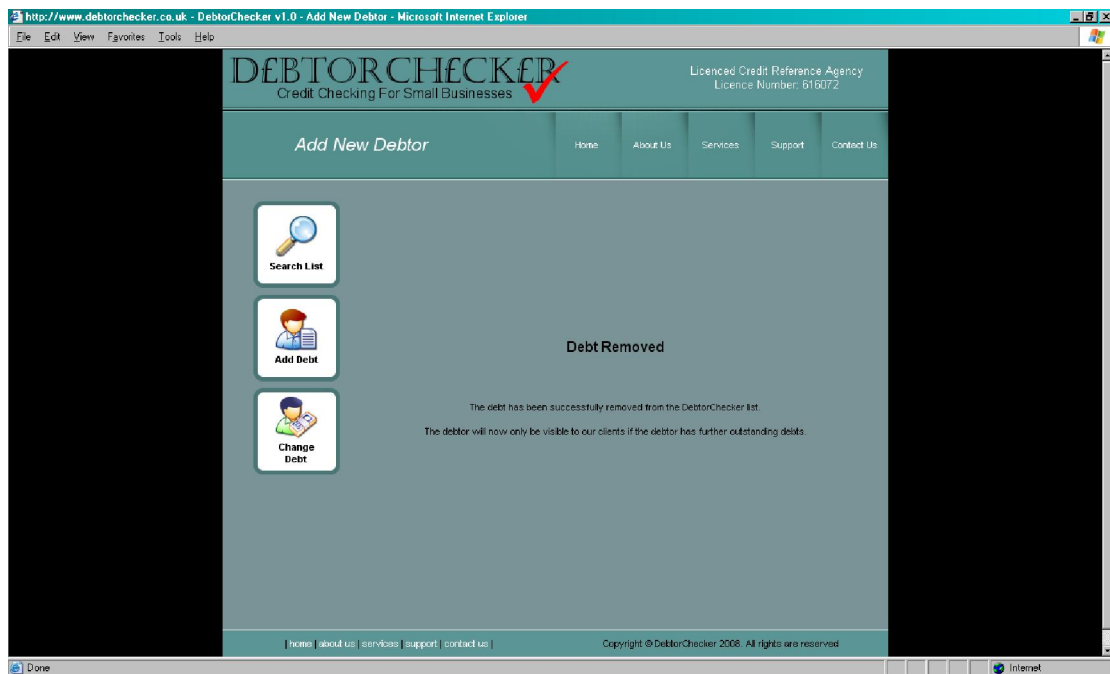
Click the radio button (circled in red on the screen shot) to confirm the search and click “Use This Debtor” to take you to the following page.



Confirm the debt you want to remove by clicking the radio button (circled in red) to the left of the debt details you want to remove and click “Remove Debt” to be taken to a confirmation message box and then to the following page.



Enter the reason that you are removing the debt and any comments you would like to record. Click “Remove” to remove the debt and be taken to the following confirmation page.



You have now removed the debt.