Archive an Account

> **Note:** Archiving an account does not automatically archive a POS.
> Users must archive all POS associated with an account before archiving an account.
> This issue is being tracked as GitHub Issue #786

You can archive an account using one of the two methods below:

1. Navigate to the **Accounts** page using the three-line menu button
2. Select **more info** next to an account
3. Select the **red three dot menu** in the top right of the screen
4. Select **Archive**
5. Select **Confirm**

[Video: How to archive an account: method 1]

1. Repeat steps 1-3
2. Select **Edit Account**
3. Scroll to the bottom and select **Archive Account**

[Video: How to archive an account: method 2]