

How to Dis-enroll a Person as a user from eXPRS

If someone from your agency/program is an authorized eXPRS User and their user access needs to be terminated (eg: they are no longer employed by your agency/program, they are no longer doing work in eXPRS, etc.), it is your responsibility as an agency/program to notify DHS immediately of the change to the user's access.

PLEASE NOTE: All users are bound by the current information security & privacy policies established by DHS. Please see the DHS transmittal [SPD-IM-10-001 - Appropriate User Access to Information in eXPRS](#) for more information.

To Dis-enroll someone from eXPRS:

1. Hopefully, you kept a copy of the original user enrollment form(s) that were submitted to authorize an individual access to eXPRS. If so, simply submit that form(s) with the **DEL** box checked next to the user role permission(s) you wish to terminate for that person.

Also, please note on the form the effective date of the termination of the user's role(s)/permission(s) and the reason (eg: no longer employed with the agency/program).

2. Send that updated user enrollment form with the role/permission termination information to us here at DHS. Please use only one method for submitting forms (eg: do not fax the form and then mail it as well). Fax or e-mail is preferred.

By mail: DHS - SPD - DDSCU
 ATTN: Christy Orcutt
 500 Summer St NE; E-12
 Salem, OR 97301

By fax: 503-947-5357

By e-mail: info.exprs@state.or.us

3. Be sure to keep a copy of the completed form that you have submitted for your personnel records.
4. If you don't have a copy of the original User Enrollment Form(s) for the individual as outlined above, we will accept an e-mail to the e-mail address above from the designated person who has permission to authorize users for eXPRS for your program/agency (for example: the agency director, the Board Chairman, the program administrator, etc).

In the e-mail, please give the following information:

- Name of user
 - Roles/permissions to be terminated, or "All"
 - Effective date of role/permission termination
 - Reason
5. Once the information is received by DHS, the individual's User Profile in eXPRS will be updated to reflect their access termination. Once completed, the individual's User ID and Password will no longer be effective and they will not be able to login to and access eXPRS.