Members cancellation

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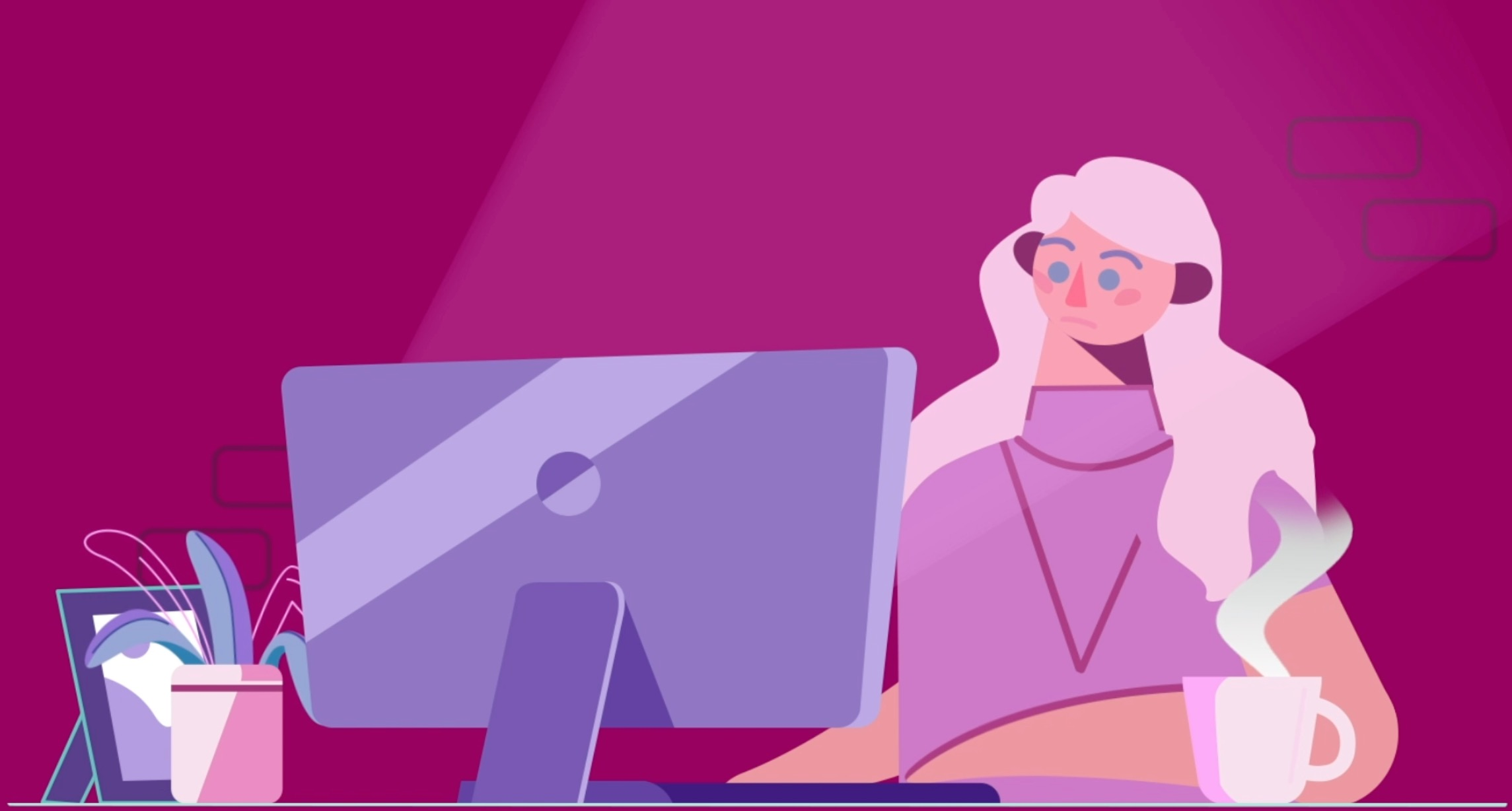
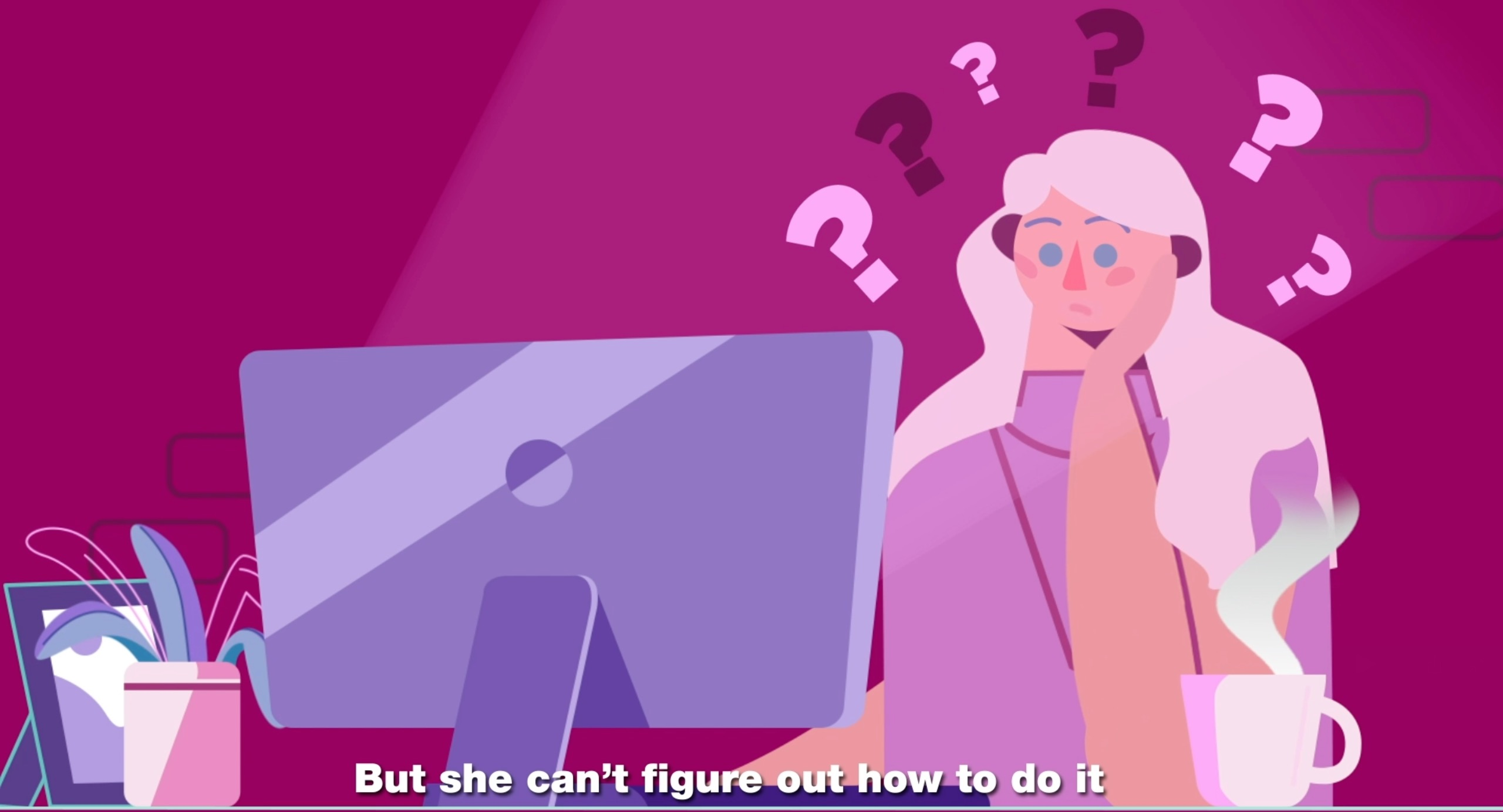
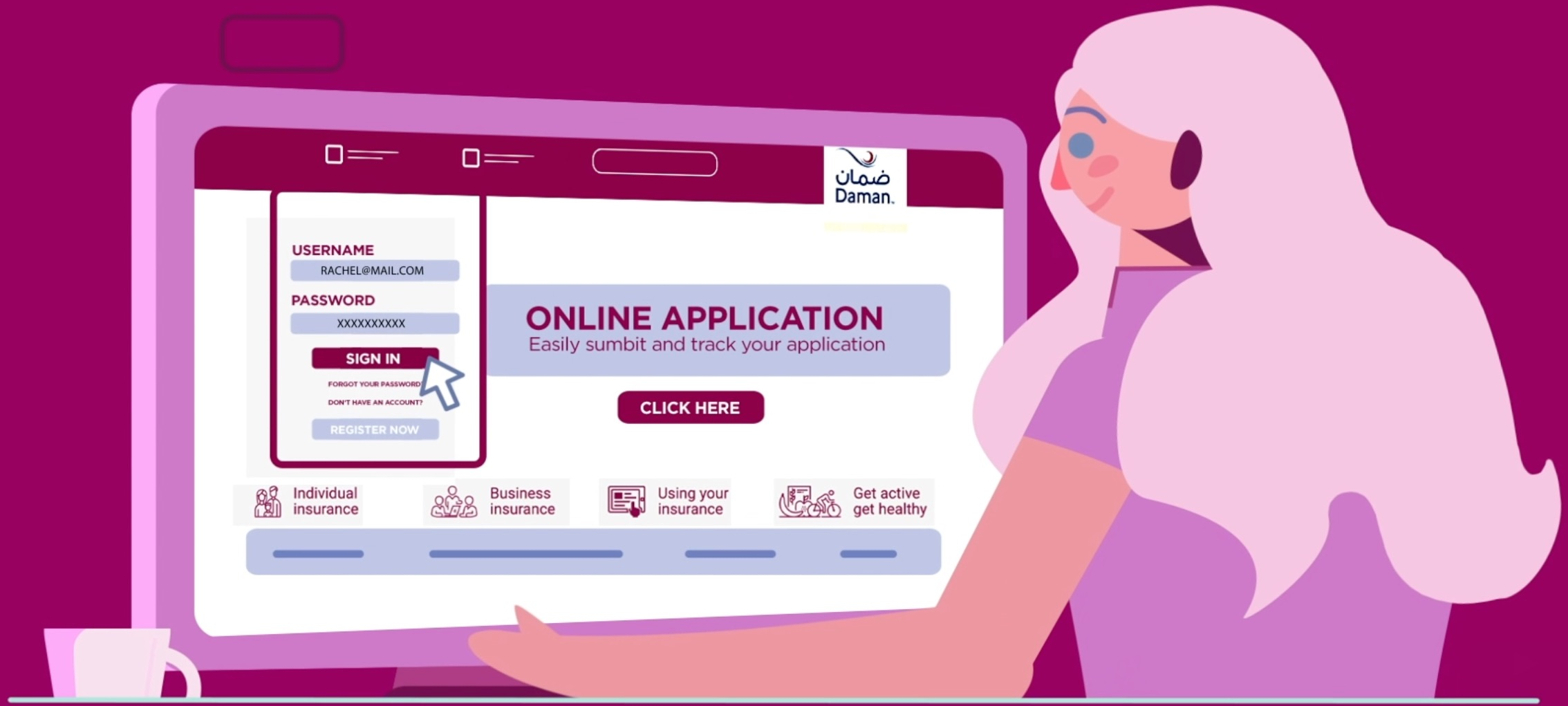


Meet Rachel, she is the owner of Beauty Spa

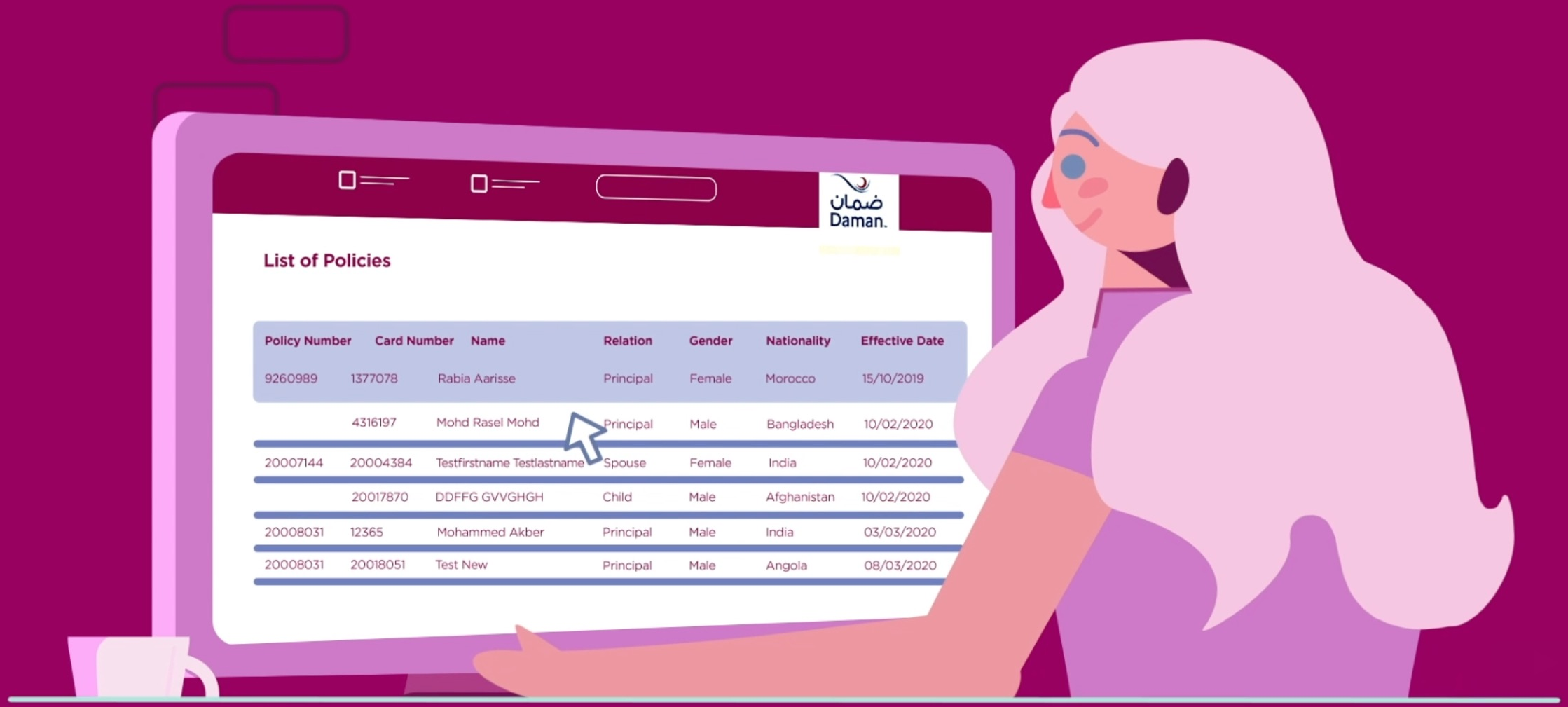
Rachel wants to cancel a member from her Spa policy


But she can’t figure out how to do it

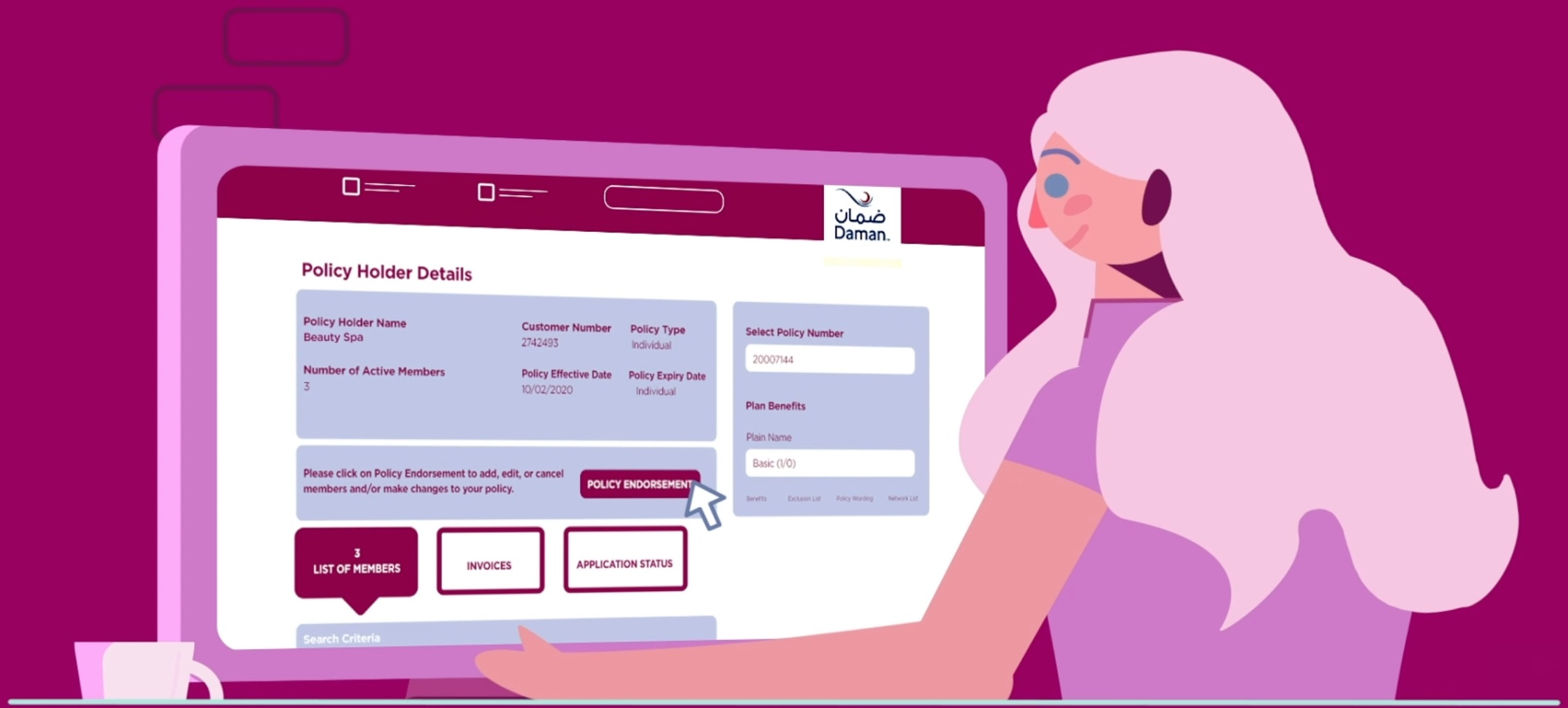
So, let's help Rachel out



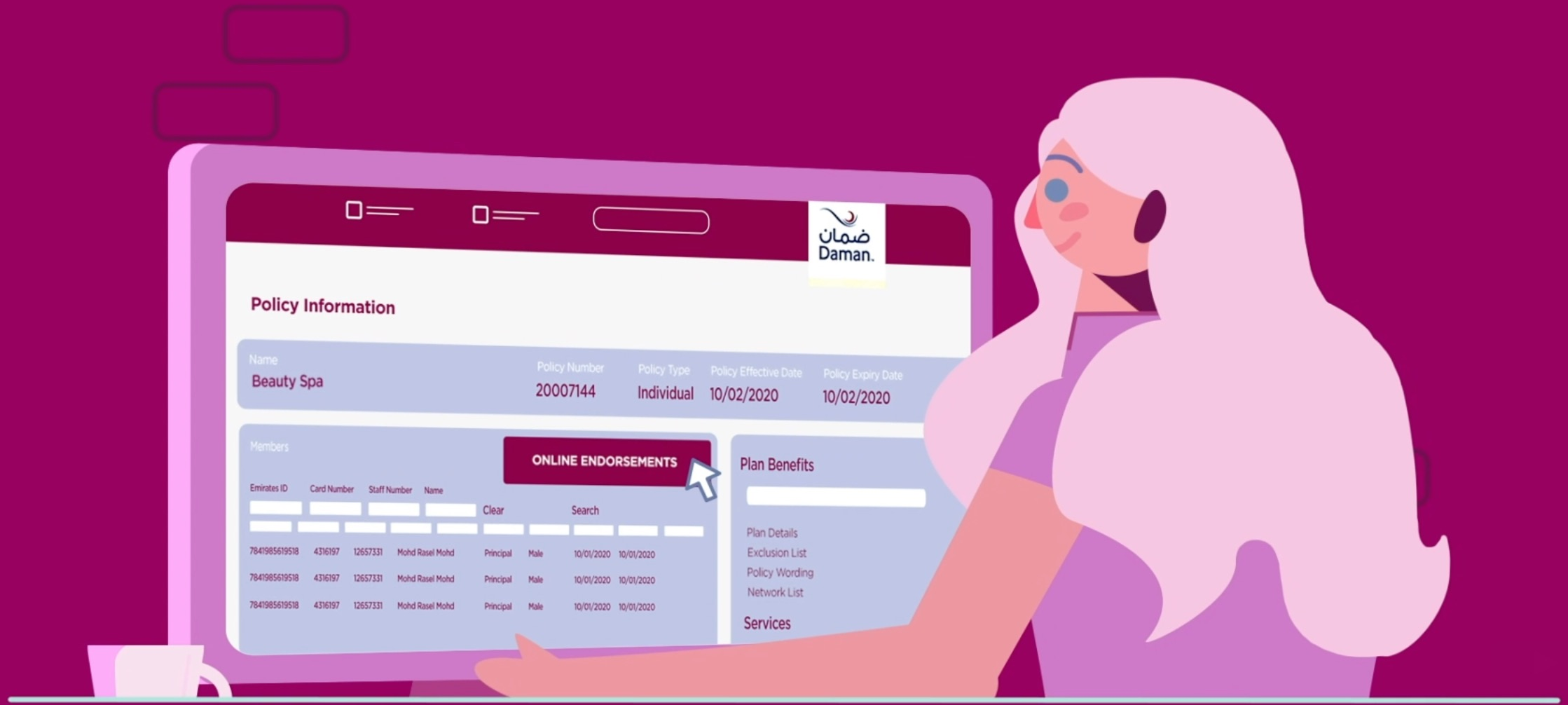
First, she signs into her ‘MyDaman’ account



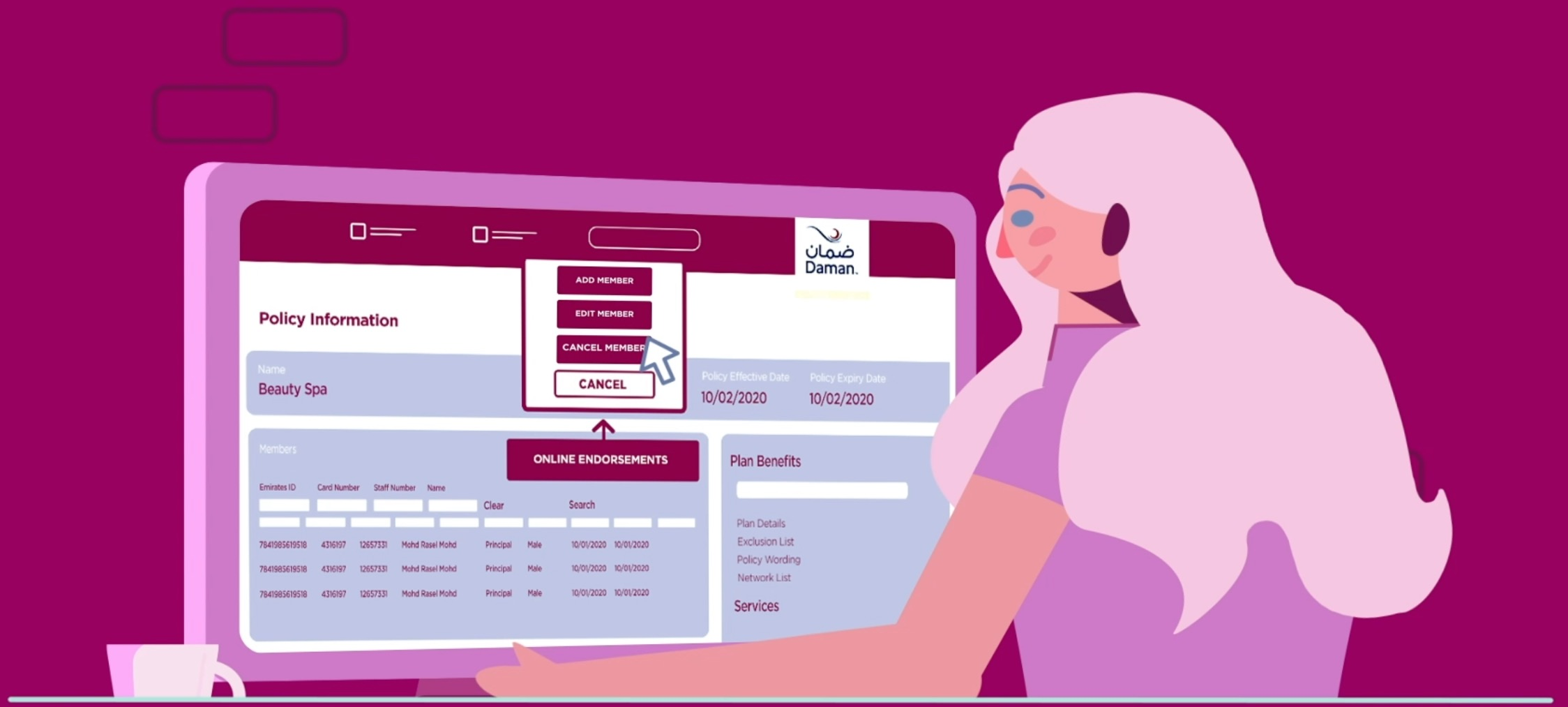
She can then choose the policy with the member she wants to remove



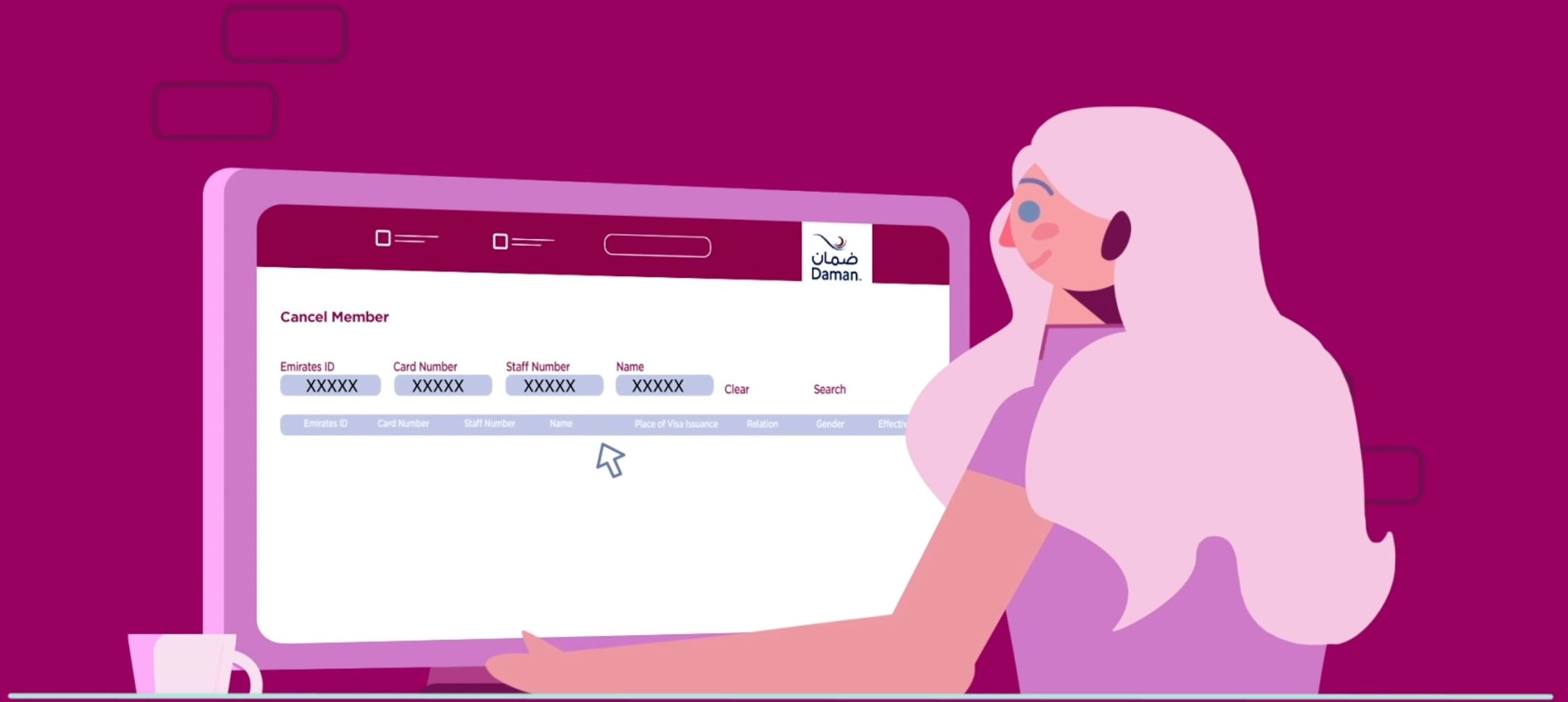
And choose ‘POLICY ENDORSEMENT’



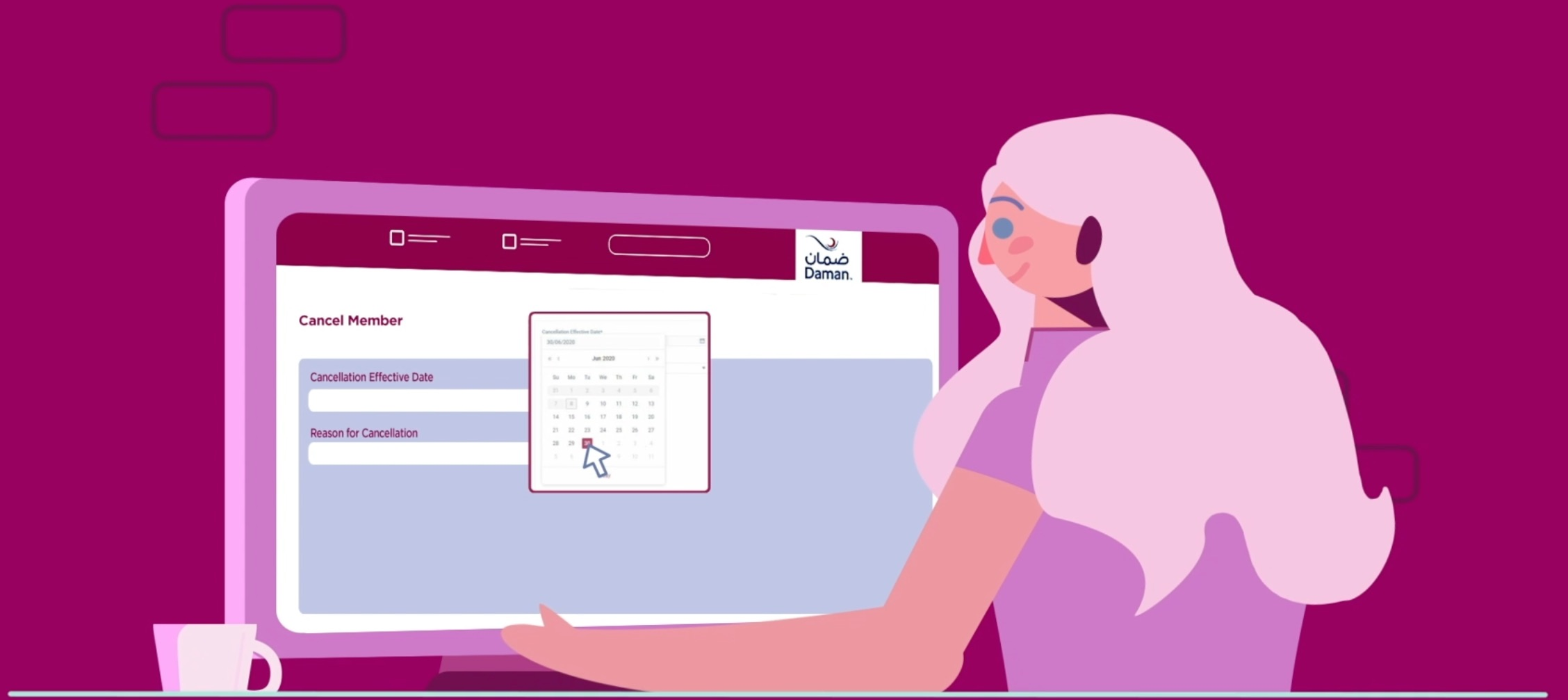
And choose ‘ONLINE ENDORSEMENTS’



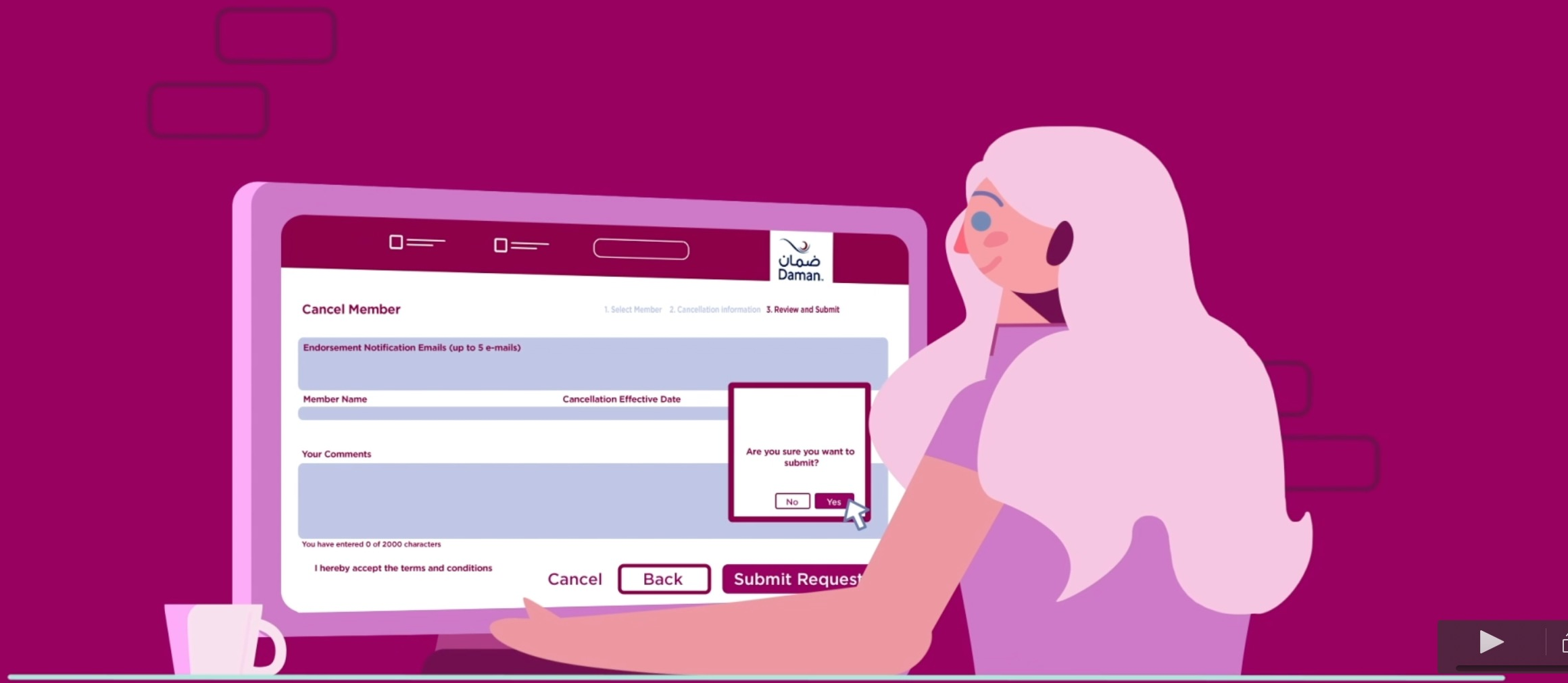
From these options, she can now click on ‘CANCEL MEMBER’



Rachel can select the member she wants to cancel

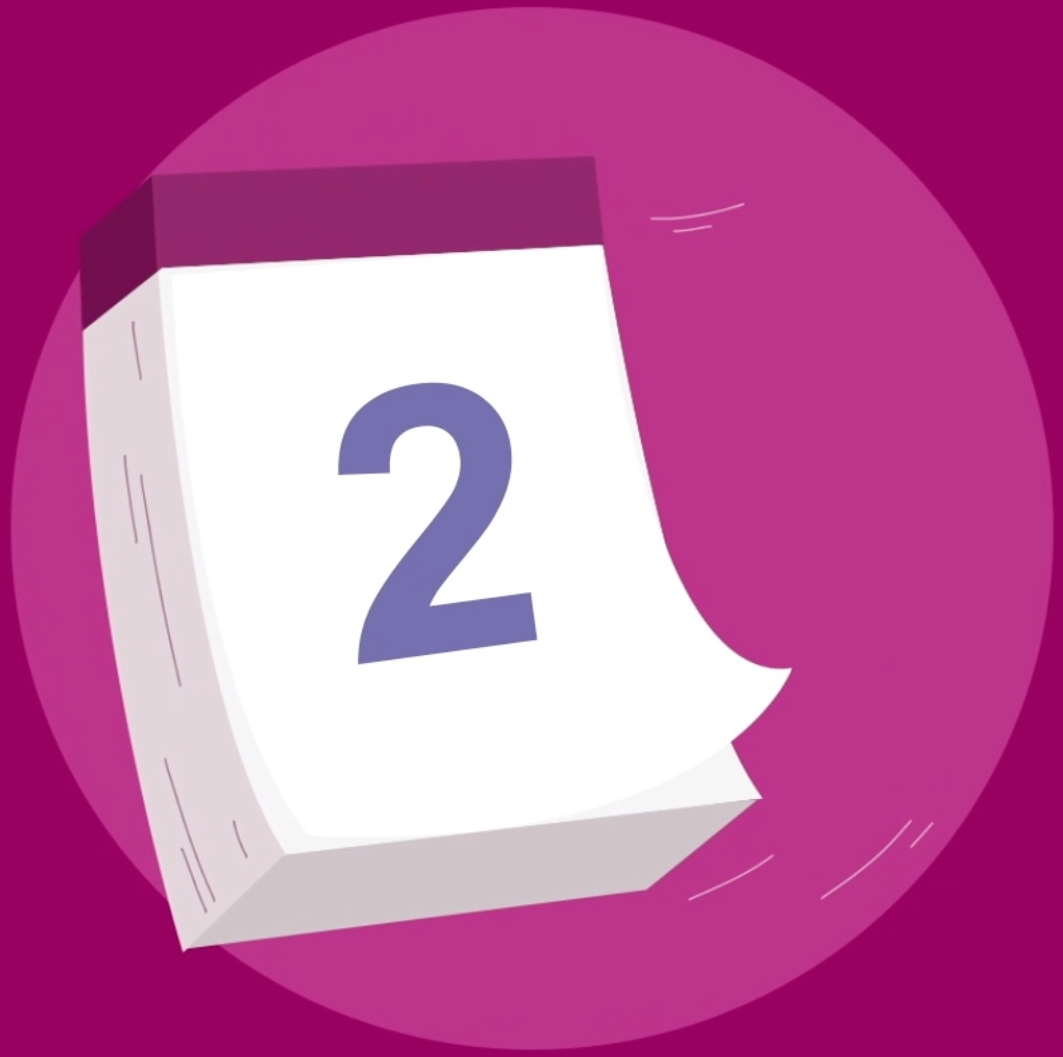


After that, she can enter a DATE she wants the cancellation to take effect on



Finally, she can submit her request

We will then process Rachel's request in 3 working days before sending a notification to her email



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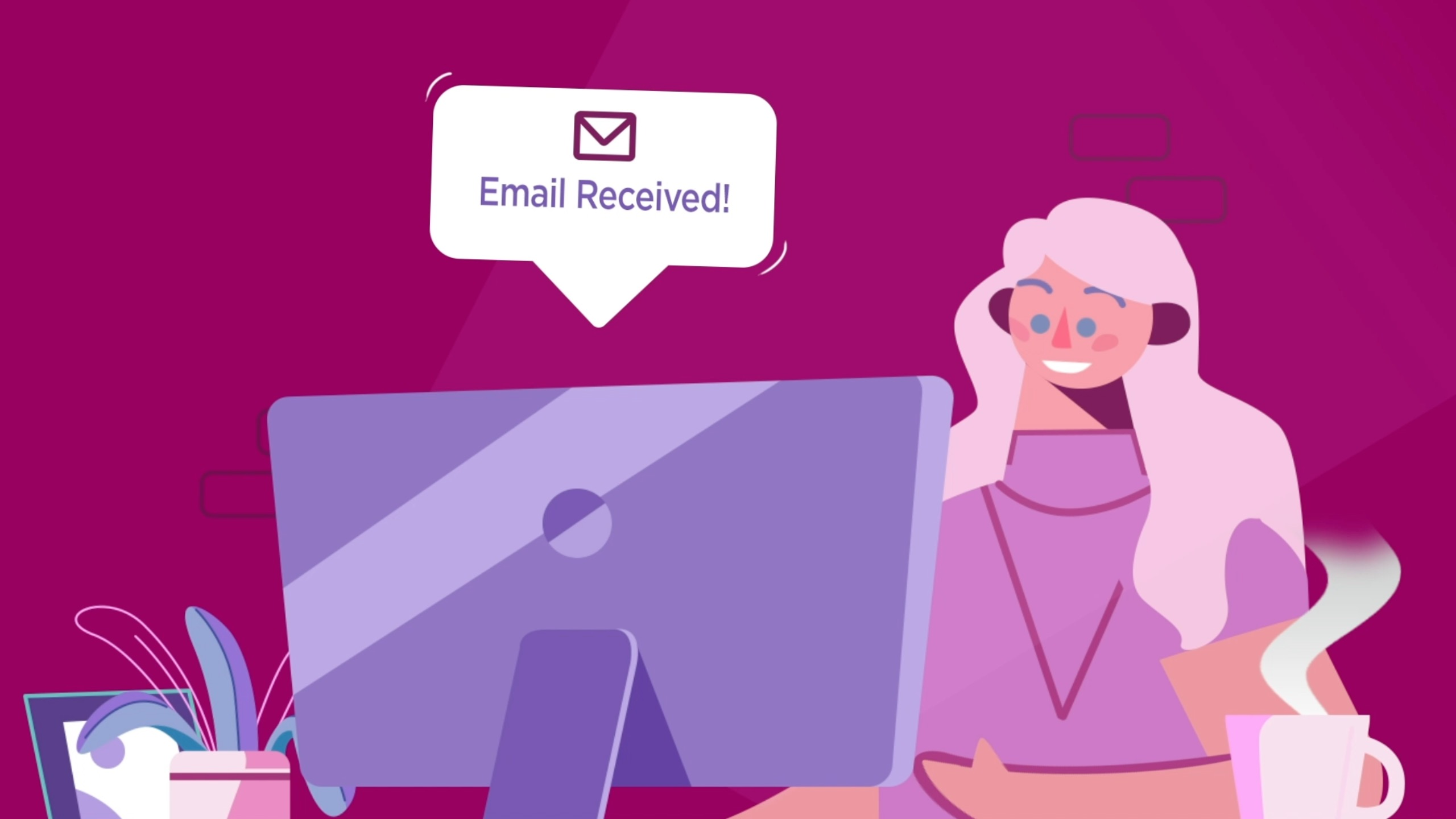
Email Received!

There you go Rachel, look how simple that was

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