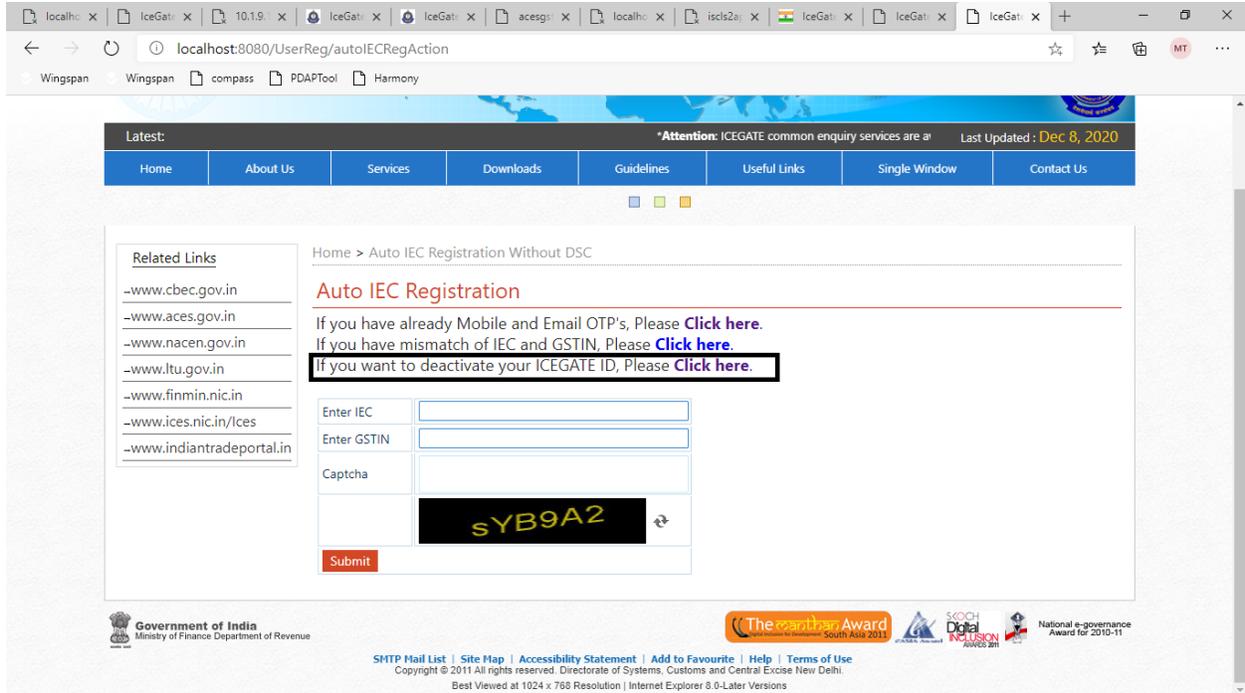## A Step-by-Step guide for User ID deactivation under Simplified Registration by the User

This facility has been provided to Simplified Registration Users to be able to deactivate their Icegate ID. This was earlier done by the admin only.

Step 1: Go to userreg application

Localhost url -> https://www.icegate.gov.in/UserReg/autoIECRegAction

Step 2: Click on highlight link

Step 3: After clicking on that link, Deactivate User page will be displayed as below.

Step 4 : Radio button is auto selected

Search By IcegateId->

Enter Icegate Id and click on search button

DEACTIVATETEST : After clicking on search the following data of that ID will be displayed.

Step 5: Click on Permanently Deactivate. The following screen will be displayed with all child IDs.

Step 6: After Click on Confirm button. This following screen will be displayed.

Step 7: User will get a popup message: OTP has been sent successfully on your register email. Please enter the OTP to verify your email.
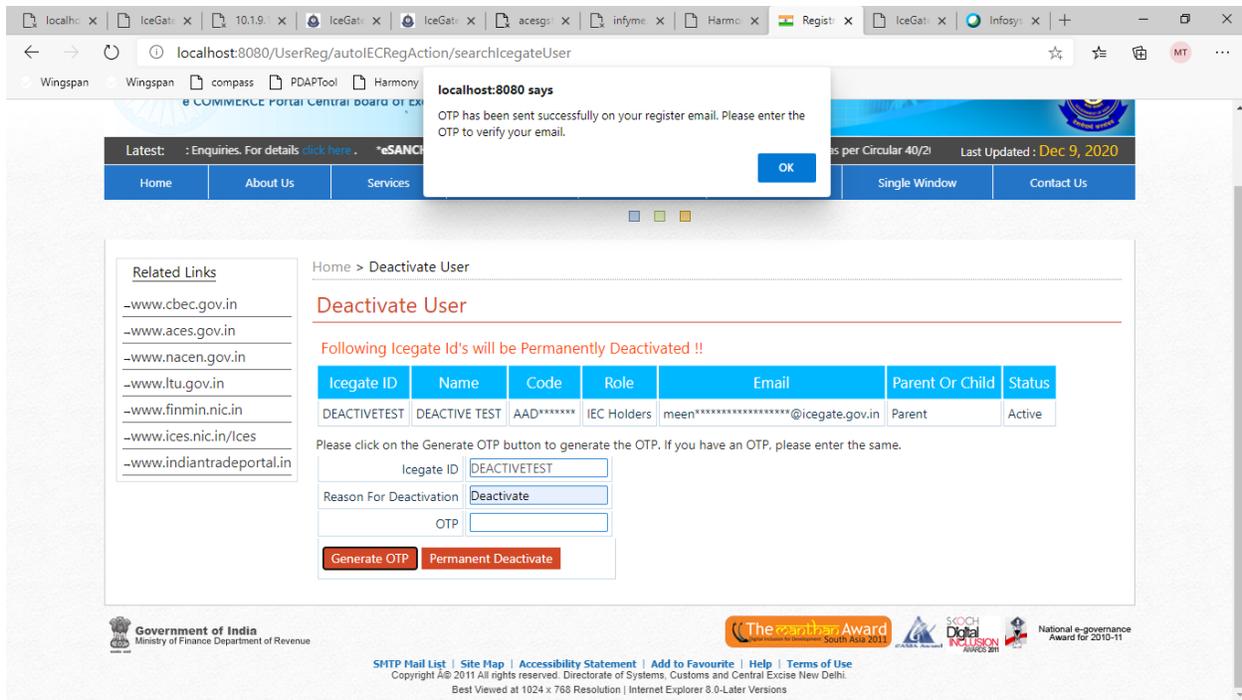
Step 8: Click on generate OTP. OTP will send on register mail id as shown in following screenshot
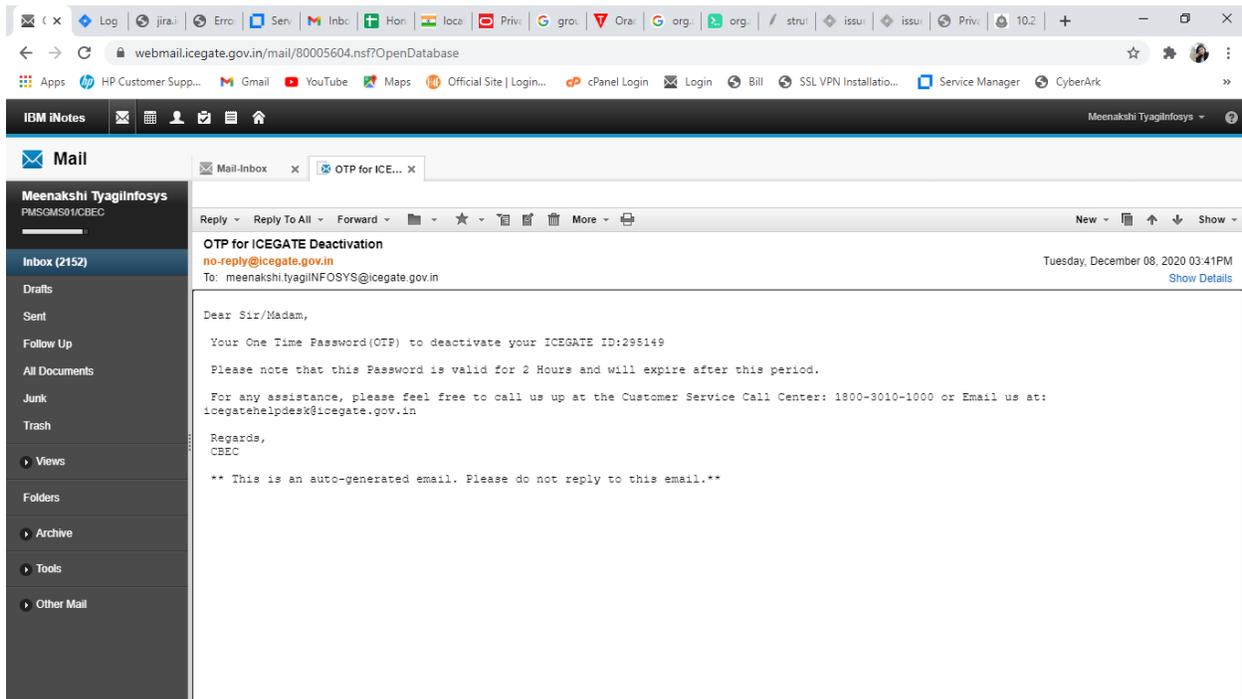
Step 9: Enter OTP and Click on Permanent Deactivate

Step 10: Popup will be displayed after clicking on Permanent Deactivate "Id has been Deactivated successfully "

Step 11: Check Id has been deactivated or not. "No Record Found" message will be displayed on screen for that id