



## Agent/kynector Job Aid –

### Removing an Agent/kynector from an Individual’s Application

In this job aid, please find steps to removing an Agent/kynector from an individual’s application. Included are the steps to perform the following processes:

- Navigating the kynect site
- Signing onto the Self Service portal
- Searching for your Agent/kynector
- Removing your Agent/kynector

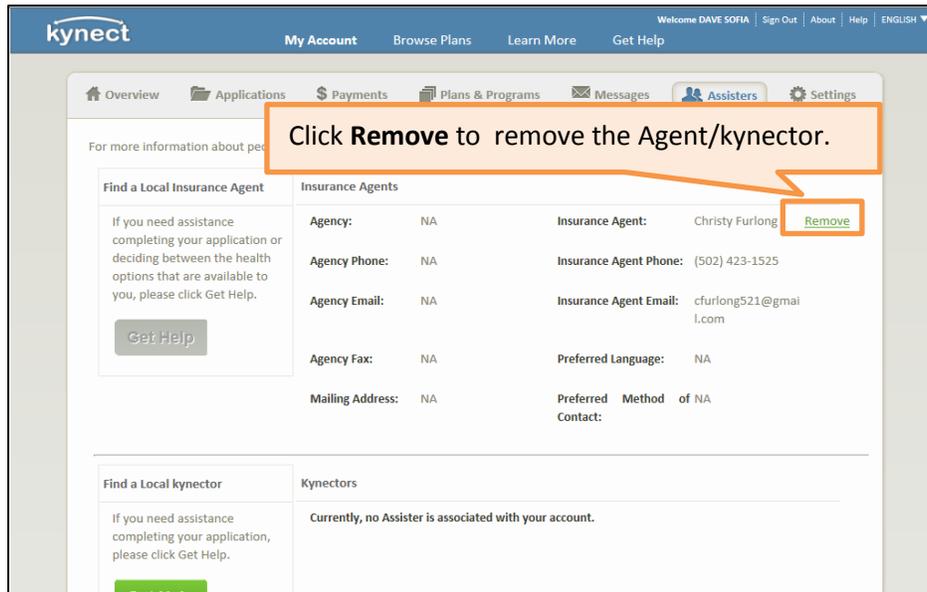
For instructions on logging onto your Agent/kynector dashboard, please refer to the [Kentucky Online Gateway Quick Reference Guide](#).

Step	Action
1.	From your Agent/kynector dashboard, click on the <b>Assisters</b> tab to search for your Agent/kynector’s information.

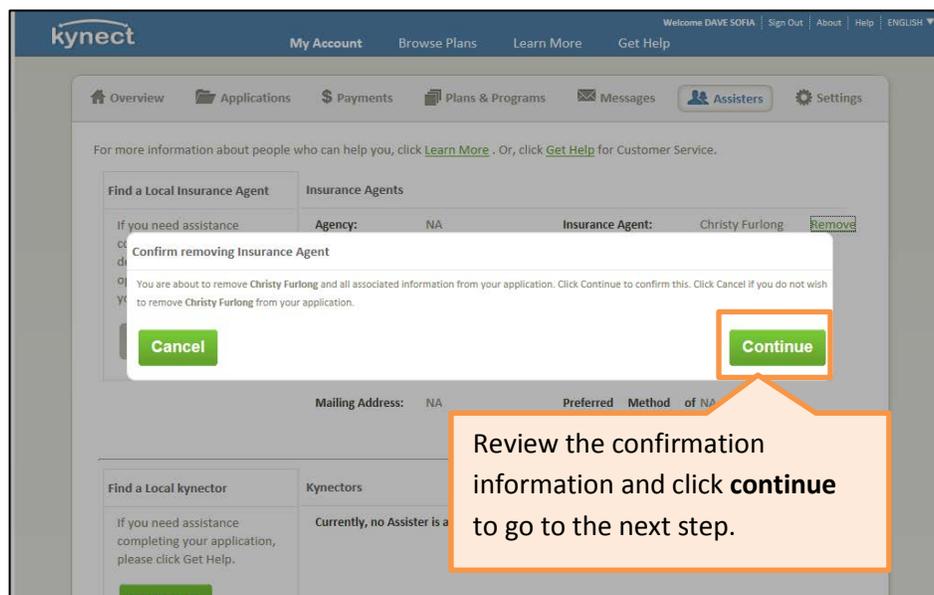
The screenshot shows the Kynect user interface. At the top, there is a navigation bar with 'My Account', 'Browse Plans', 'Learn More', and 'Get Help'. Below this is a secondary navigation bar with tabs for 'Overview', 'Applications', 'Payments', 'Plans & Programs', 'Messages', 'Assisters', and 'Settings'. The 'Assisters' tab is highlighted with an orange box. A callout box with an orange border and a pointer to the 'Assisters' tab contains the text: 'Click on the Assisters tab to search for your Agent/kynector’s information.' The main content area shows a progress bar with steps: 'Application' (checked), 'Results' (active), 'Find a Plan', and 'Enrollment'. There is a 'Continue Application' button and a 'Request For Information' section with 'View My Documents' and 'Upload' links.



2. Click **Remove** to remove the Agent/kynector.



3. Review the confirmation information and click **Continue**.





4. Now, you have successfully removed your Agent/kynector.

