

# Remove people from your business portfolio in Meta Business Suite

## Remove people from your business portfolio in Meta Business Suite

You can remove someone from a [business portfolio](#), provided you have [full control](#) of the business portfolio.

Removing a person revokes their access to the business portfolio and any [business assets](#) (examples: Facebook Page, Instagram account, ad account) they have access to.

**Note:** Removing people from a business portfolio is different to [removing partners](#).

## Before you begin

- You have [full control](#) of the business portfolio.
  - Learn how to [submit a request to get full control of a business portfolio](#) if no one in your organization currently has full control of the business portfolio.
- The person you're removing is [in your organization's business portfolio](#). If you want to remove someone from a business asset that isn't part of your organization's business portfolio, learn how to:
  - [Remove someone from a Facebook Page](#)
  - [Manage shared access on Instagram](#)
  - [Remove someone from your ad account in Meta Ads Manager](#)
- Learn other [best practices](#) for keeping your business portfolio secure.

# Remove someone from your business portfolio

To remove someone from your business portfolio in Meta Business Suite:

1. Go to [Settings](#) in Meta Business Suite for your business portfolio.
2. Click **People** in the left menu.
  - If you cannot see **People**, then you may not have full control of the business portfolio.
3. Click the name of the person you want to remove.
4. Click **Remove**, then confirm you want to remove the person from the business portfolio.

**Note:** If someone else with full control of the business portfolio needs to approve the removal of this person, then they can do this in [Requests](#) in Meta Business Suite's Settings.

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