

# Edit or Delete a Portal URL

Last Modified on 07/30/2024 11:30 am EDT

## Overview

Users can edit or delete Portal URLs from their Orgs.

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## User Requirements

The user account you use to log into Resolver must have Administrator permissions.

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## Required Information/Setup

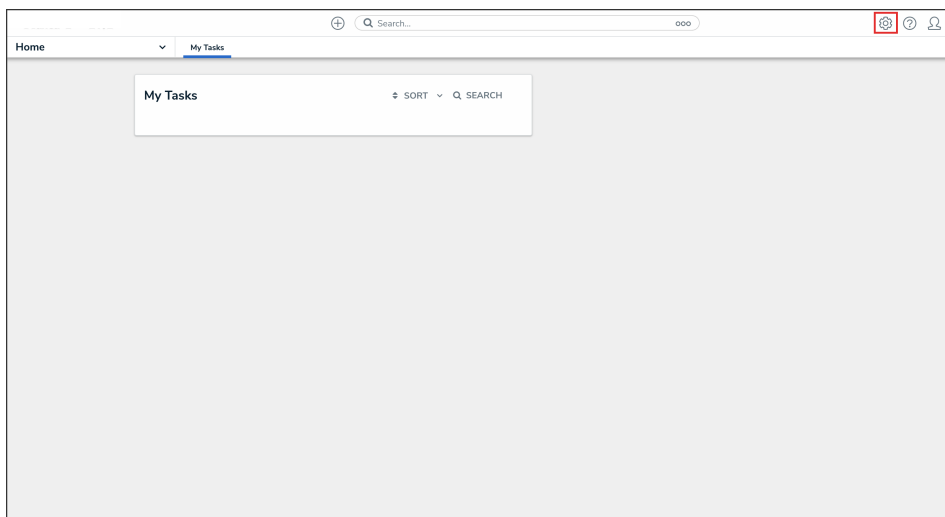
Please refer to the [Portal URL Overview article](#) to learn more about using a Portal URL.

Please refer to the [Creating a Portal URL article](#) for more information on creating a new Portal URL.

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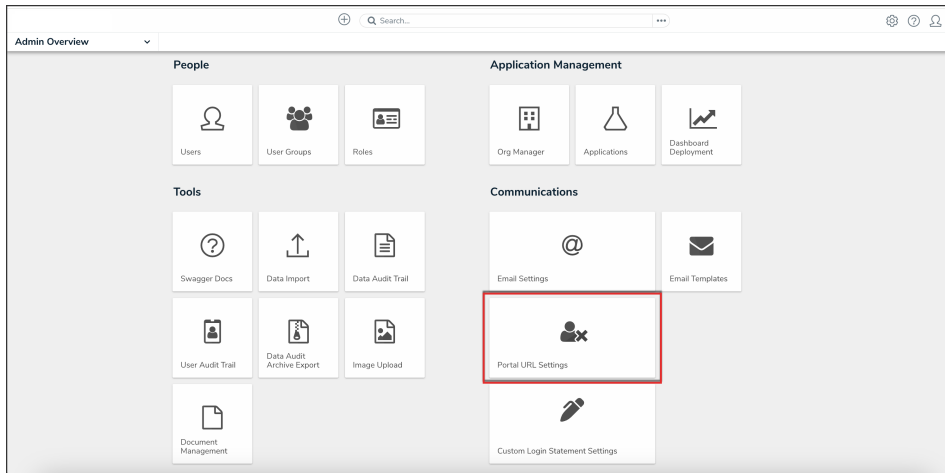
## Navigation

1. From the **Home** screen, click the **Administration** icon.



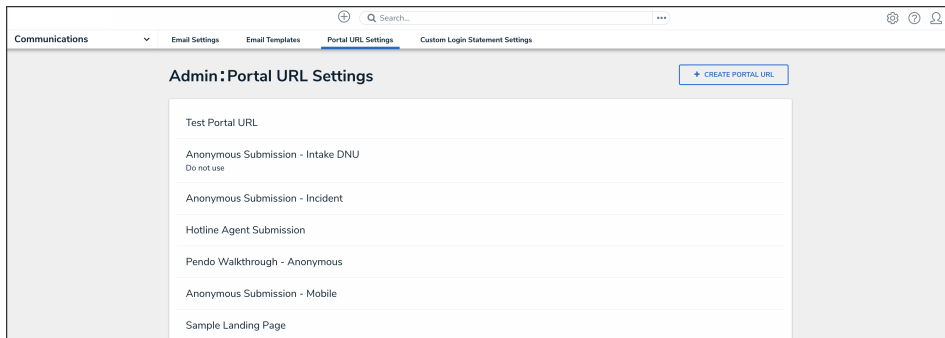
*Administration Icon*

2. From the **Admin Overview** screen, click the **Portal URL Settings** tile under the **Communications** section.



*Portal URL Settings Tile*

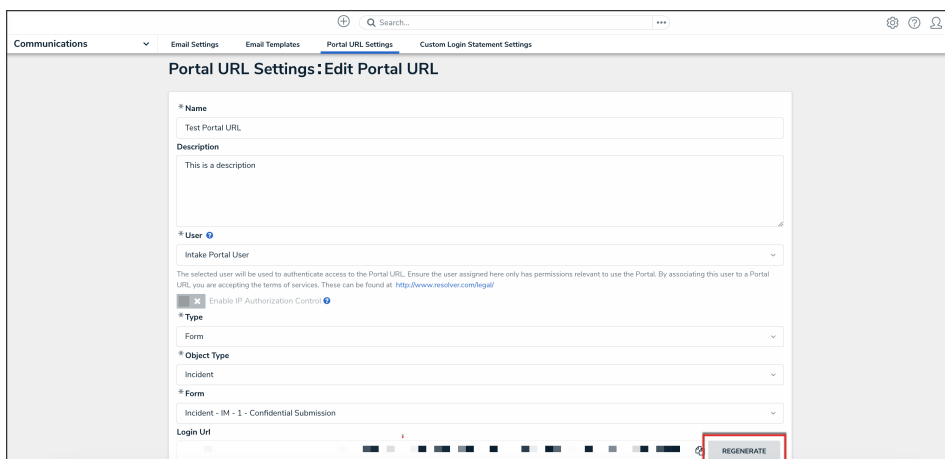
3. From the list on the **Portal URL Settings** screen, click the name of the Portal URL that you want to edit or delete.



*Portal URL Name*

## Editing a Portal URL

1. From the **Edit Portal URL** screen, you can edit the Portal URL name and description, and change the user, type, object type, and form used.
2. Click the **Regenerate** button from the **Login URL** field to create a new Login URL.



## Regenerate Button



**Warning:**

You must generate a new Login URL if you edit any field on the Edit Portal URL screen.

3. Click the **Done** button to save your changes.

## Done Button

# Deleting a Portal URL

1. From the **Edit Portal URL** screen, click the **Delete** icon.

## Delete Icon

2. Click the **Delete** button to confirm.

The screenshot shows the 'Portal URL Settings' page in the Resolver interface. The page has a navigation bar with 'Communications', 'Email Settings', 'Email Templates', 'Portal URL Settings', and 'Custom Login Statement Settings'. The main form contains the following fields:

- \* Name:** Test Portal URL1
- Description:** (Empty text area)
- \* User:** Intake Portal User
- \* Type:** Form
- \* Object Type:** Incident
- \* Form:** Incident - IM - 1 - Confidential Submission
- Login Uri:** https://alpha.staging.resolver.com/#/go/ce6d4455ed6eab07cd5acf18a9a54628a793ef92f

A red-bordered dialog box titled 'Delete portal URL?' is overlaid on the form. It contains the text: 'This will delete the selected portal URL and make the portal no longer accessible.' Below the text are three buttons: 'CANCEL', 'DELETE', and 'REGENERATE'. The 'DELETE' button is highlighted in red. At the bottom right of the dialog, there is a 'DONE' button.

*Delete Button*