How do I delete a Buyer?

The system will not allow you to "delete" a buyer from the system (this is a fail-safe in case you ever needed to reactivate a buyer).
However, you can **"Archive"** a buyer. Below is a step by step how-to on archiving a buyer as well as reactivating a buyer if needed.

1. Select **"My Buyers"** at the top of your dashboard.

2. Find the buyer in which you would like to Archive. An Archive button will be to the right of their snapshot profile. Select the **"Archive"** button.

3. This Archived buyer will now live in the **"My Inactive Buyers"** tab. They will not be visible to any agents or notify listing agents they match any listings. If you wish to make the buyer Active again, simply click on the corresponding **"Activate"** button to the right of the snapshot profile. This would move them to your **"My Buyers"** tab and regain the functionality and matching capabilities of an Active buyer.