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Account Owner

In this article:

There is only one Account Owner and all data legally belongs to this person. **Only the account owner can transfer ownership of the account to another person or delete the account.**

The difference between **Administrator** and **Account Owner** is that only the Account Owner can delete the entire account.

How to change the Account Owner?

If you would like to transfer the ownership of the account to another person please go to the Users tab on the left side menu **click on the specific user first:**

Users

Invite people

+ Invite people Create group 6 / 8 Users [Change number of seats](#) Search users

GROUPS/USERS ^	EXPAND ALL ^	EXTERNAL ID v	INVOLVED IN v	ROLE v
<input type="checkbox"/> People (6 users)				
<input type="checkbox"/> > HR & Payroll (2 users)				
<input type="checkbox"/> v Marketing (3 users)				
<input type="checkbox"/> Chrystal		234567	8 projects	Supervisor v
<input type="checkbox"/> Iris			9 projects	Supervisor v
<input type="checkbox"/> James Stone		3456	7 projects	User v
<input type="checkbox"/> Sales (0 users)				
<input type="checkbox"/> tesz (0 users)				
<input type="checkbox"/> Emily Admin (Account owner)			24 projects	Administrator v

Then, in their User settings, click **Set as account owner:**

User settings

**Chrystal**

documentation+3@timecamp.com

[Change user email](#)[Set as account owner](#)Role in Marketing: **Supervisor** ▾

General

 Disabled (inactive) ⓘ

Full name:

Chrystal

Language:

English (English) ▾

Theme:



Confirm by clicking the green button **OK** in a pop-up window.

Once you approve the changes, you will no longer be the owner of the account and registered data.

What if the account owner no longer works with us?

If the account owner still has the ability to log into the account, the best way is to ask them to follow the instructions above.

If the current Account Owner is unable to do so, they can fill in the [Contact Form](#) and send us a message, specifying the person who is supposed to become the new Owner.

In this case, it is important to add to the message that you are aware of losing ownership and that the previously saved data will no longer belong to you.