



# Delete your Bigin account

You can delete your Bigin account if you want to discontinue Bigin service. Deleting your Zoho Bigin account does not lock you out of all other Zoho services. After closing the Zoho Bigin account, you can still continue to access other Zoho services without hassles with the same email address.

**Keep the following points in mind before opting to delete your Bigin account.**

## **Export records**

Export the records that you might need from your Bigin account as it is not possible to recover the records once you delete your Bigin account.

## **Remove telephony**

Remove the subscription for the in-built telephony account.

## **Downgrade edition**

If you have a paid edition, you must downgrade to the Free edition.

## **Remove users**

Deactivate all users if there are multiple active users. You can delete a single user or personal account immediately, provided it is subscribed to the Free edition.

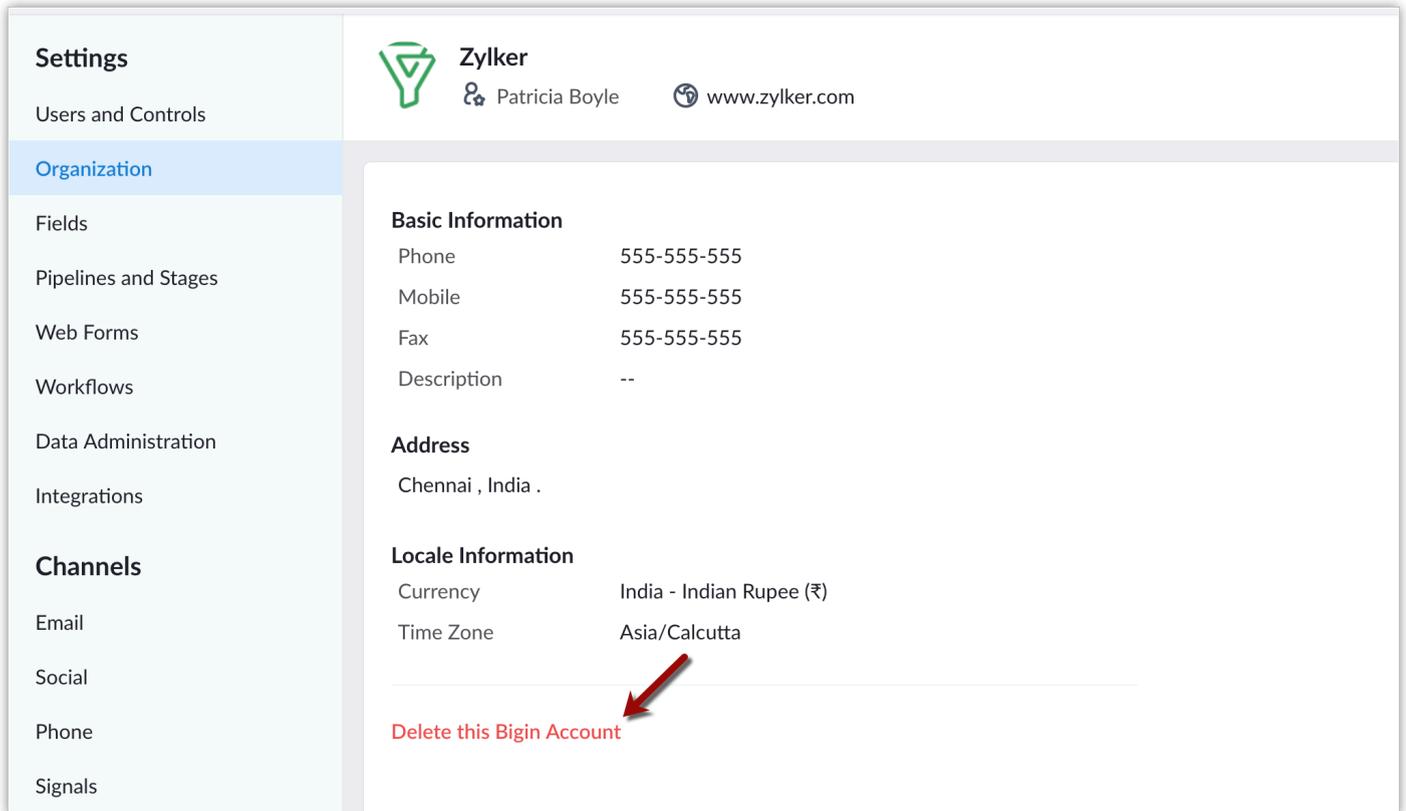
## **Delete Bigin Account**

7 days after the deactivation of the last active user in the account or cancellation of subscription (downgrading from paid edition), the Delete Bigin account link will be available in the Company details page.

## **To delete your account**

1. Go to **Settings > Organization**

2. Click the **Delete Bigin account** link.



The screenshot displays the Zylker Bigin account settings interface. On the left is a navigation sidebar with categories: Settings, Organization, Channels, and Signals. The 'Organization' section is active, showing 'Basic Information', 'Address', and 'Locale Information'. A red arrow points to the 'Delete this Bigin Account' link at the bottom of the page.

Category	Field	Value
Basic Information	Phone	555-555-555
	Mobile	555-555-555
	Fax	555-555-555
	Description	--
Address	Chennai , India .	
Locale Information	Currency	India - Indian Rupee (₹)
	Time Zone	Asia/Calcutta
<a href="#">Delete this Bigin Account</a>		

3. Read the warning message and confirm the action.

You will be logged out of your account and a system generated email regarding the account closure will be sent to you.