

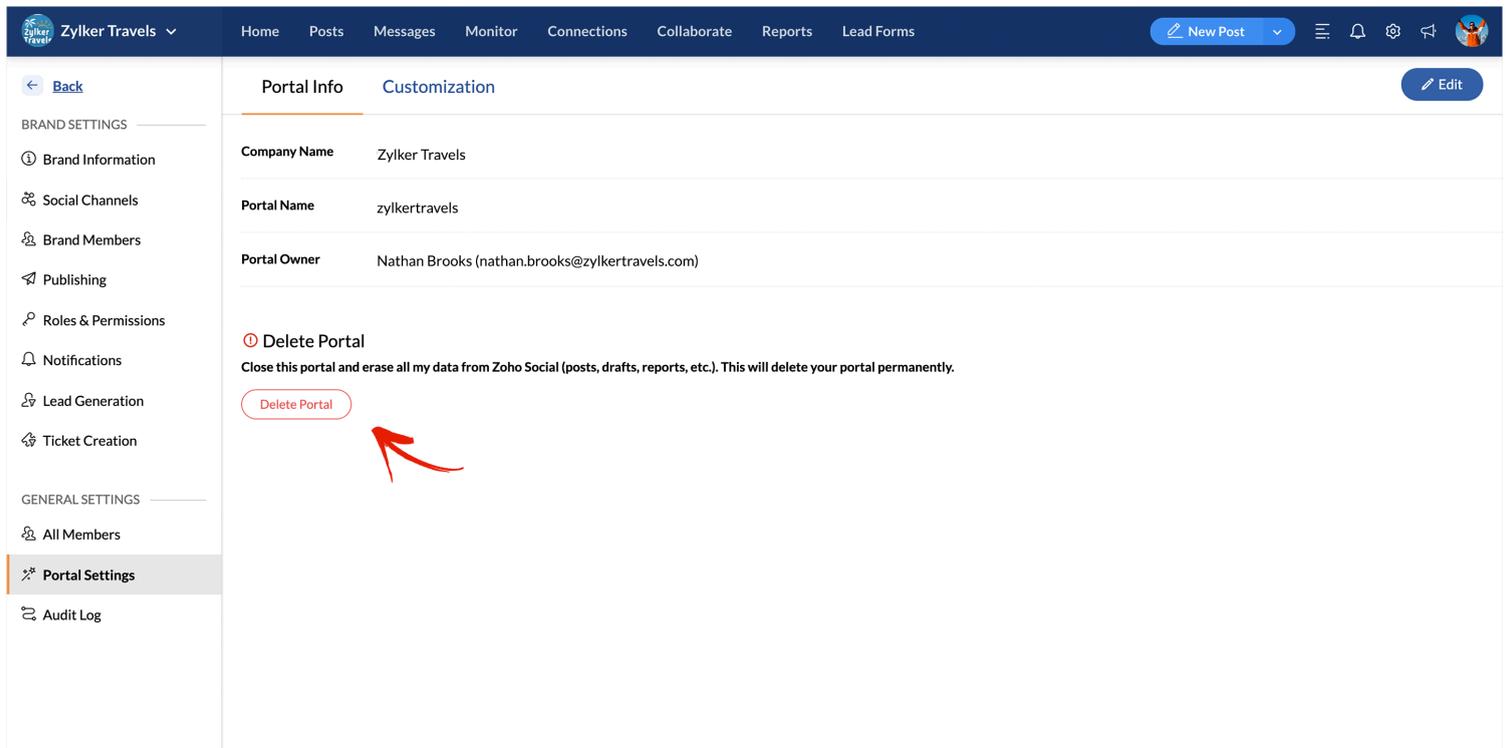


Closing your Account

Given below are the steps you will need to follow to delete your Portal (Zoho Social account) Permanently and erase of the data from Zoho Social.

For users who are **not on a PAID PLAN**, follow the steps below to delete a Portal.

1. Go to **Settings**.
2. Head to **Portal Settings**.
3. Under the **Portal Info** section, click on the **Delete Portal** button.



4. This will open a confirmation pop-up.

Are you sure to delete the portal: Zylker Travels?

Closing this portal will result in the following,

- All Brands under it will be deleted.
- Access will be revoked for all team members.
- Scheduled posts, drafts, monitoring columns, reports, etc. and other stored data will be erased permanently.
- **Once you proceed with this action, your portal will be reset and cannot be recovered later.**

Cancel

Delete Portal

5. Now, click on the **Delete Portal** button on the consent window.

 This will permanently delete all your data on Zoho Social.

Closing a Portal will result in the following

1. All Brands under your portal will be deleted.
2. All team members will lose access to your portal.
3. Scheduled posts, monitoring columns, drafts, custom reports, and other data will be erased permanently.
4. **Once you delete it, your portal will be reset and cannot be recovered.**

If you have a **paid plan**, you can [downgrade to a free plan](#).

 You can return to Zoho Social and create a new account with the same email, anytime.