

# User Account Settings

## What is the process of permanently closing my account/ Terminating my account in MTDVAT?

If you do mean to exercise your **RTF** you must complete the steps shown below:

**Step 1.** Click on the **bar menu at the top right corner of MTDVAT** application

**Step 2.** Later, click on the "**View/Edit My Account**".

**Step 3.** You will be directed to page which has **RTF**(Right To Be Forgotten) option in it.

**Step 4.** Click on it and follow further steps.

**Step 5.** Please read the important note below before clicking the continue button in RTF option.

1. Download Data: If there is any data in the system you wish to keep you must download it to your local system before you start the process RTF ( Right TO BE Forgotten). "We can help you to recover your required data in the future once the Right To Be Forgotten process is complete".

2. Banned Email: Your Email to be used as Account Email will be banned from MTDVAT.

3. Banned Services: All the services you have had with MTDVAT will be forever terminated and no one can access the data.

**Step 6.** Click the **Continue** button

**Step 7.** Enter your **reason** for choosing RTF( Right TO BE Forgotten), if any and click **continue**.

**Step 8.** Go to your Email to get the **confirmation code** to enter into the system and click **Confirm**. (Please check your Junk folder in case you did not receive the confirmation code in your Inbox)

Security Buffer: There is a 2 week security buffer after you complete Step 4 above before the account is fully closed.

Your Right To Be Forgotten will not be completed and your account will remain open until you complete all the steps stated above..

RoadMap on how to process RTE: **Click on the hamburger menu in MTDVAT -> Select View/Edit my account -> Choose RTF( Right To Be Forgotten) & Continue -> Enter the Reason for choosing & Continue -> Enter the confirmation code you received in your e-mail.**

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