# How to Deactivate Your Merchant TPNs in DeNovo
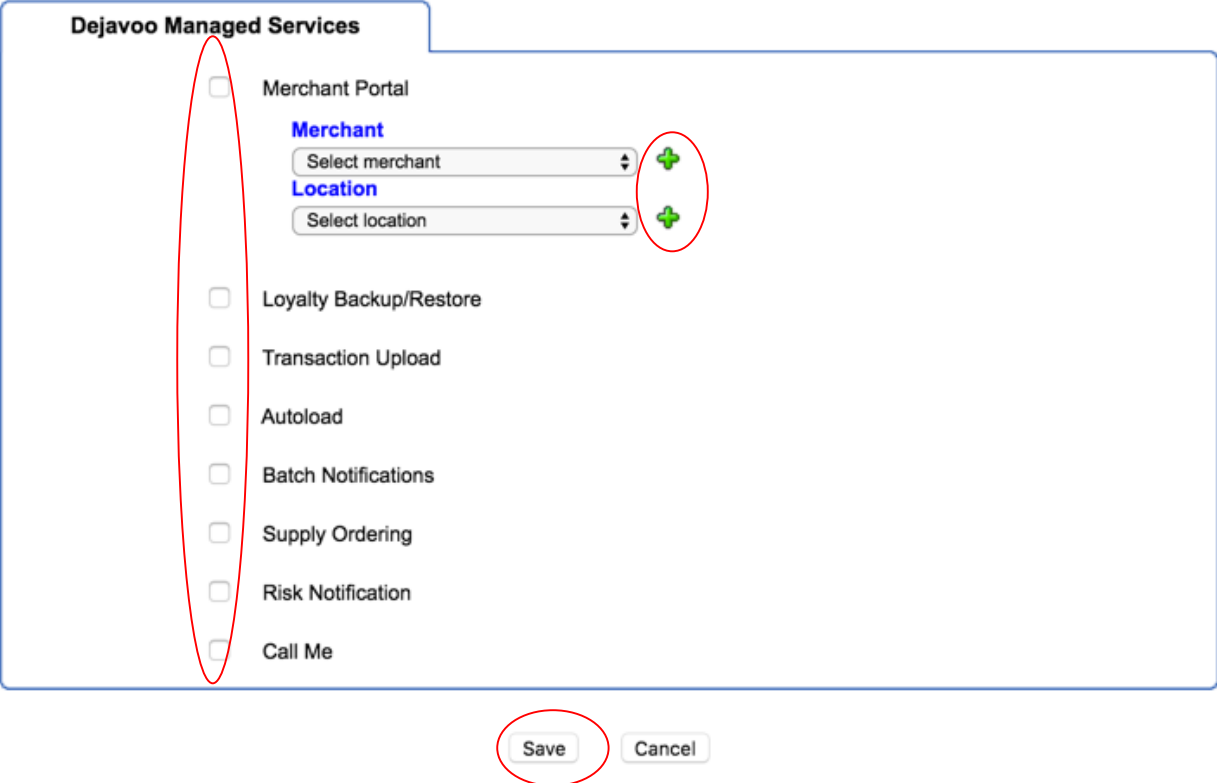
Step 1:   Loging to STEAM and access your merchant's TPN that you wish to deactivate from DeNovo services.

Step 2:   Click on the Managed Services Icon ⚙️  found to the right of the TPN Number.

Step 3:   Using the check boxes provided, uncheck check ✅  each DeNovo service, making sure all boxes are unchecked to indicate this merchant is not participating in any DeNovo Services.

Step 4: Click on SAVE. The system will populate the TPN again.   Your merchant's TPN has been deactivated from DeNovo.   You can run a partial download to pick up the DeNovo deactivation _**or**_ if your merchant is set up for daily autoload, your merchants terminal will pick up the changes at its daily autoload time.



For further questions, please contact your Dejavoo Account Representative.