

# Deactivating/Activating a Carrier Agreement

Follow these steps to deactivate or activate a carrier agreement in your Kuebix account.

1. On the Home page, click the **Manage Carriers Icon** or select **Connected Carriers** from the dropdown list by hovering over **Manage Carriers** in the top menu.



2. On the Manage Carriers page, you'll find all of the carrier agreements you have entered. Use the Search fields at the top of each column to help you find the carrier you want to inactivate or reactivate.

Agreement References						
Apply	Actions	Agreement Name	Agreement Notes	Active	Agreement Type	Client
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	All ▾	All ▾	<input type="text"/>
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000116542</a>	<input type="text"/>	Yes ▾	Spot/Volume Agreement	Books and a Comfy Chair, Inc.
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000116541</a>	<input type="text"/>	No ▾	Spot/Volume Agreement	Books and a Comfy Chair, Inc.
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000116540</a>	<input type="text"/>	Yes ▾	Spot/Volume Agreement	Carrots for Okapis
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000110110</a>	<input type="text"/>	Yes ▾	LTL Agreement	Books and a Comfy Chair, Inc.
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000094541</a>	<input type="text"/>	Yes ▾	TL Agreement	Books and a Comfy Chair, Inc.

3. To deactivate a carrier, in the Active column, select **No**, then click the **green check mark** to save your changes. To reactivate a carrier, in the Active column, select **Yes**, then click the **green check mark** to save your changes.

