

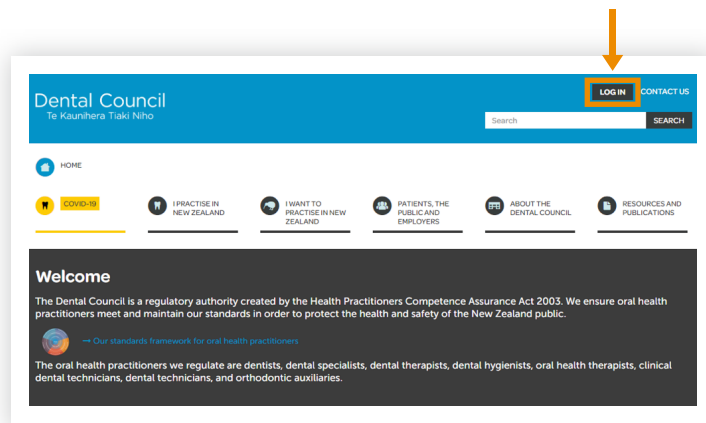
Withdrawing from a relationship as the professional peer

Notes :

Use this guide if you are acting as a **professional peer** for another practitioner and would like to withdraw from the relationship.

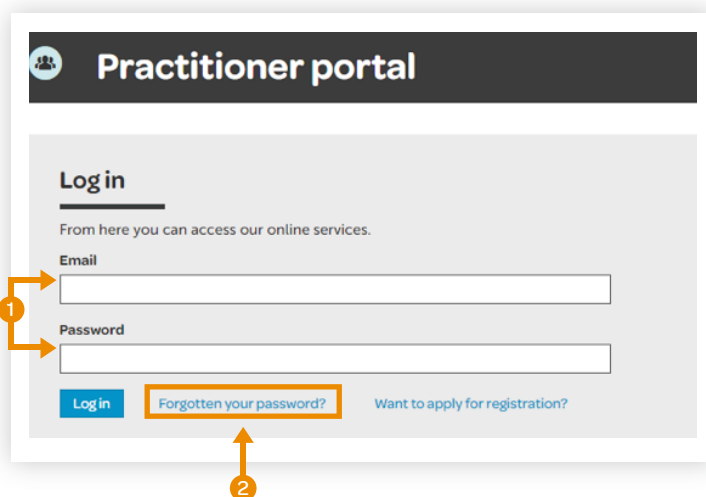
Step 01: Log in from website

- From the [Dental Council website](#) (any page). Click the 'LOG IN' tab on the banner (top right of the page).



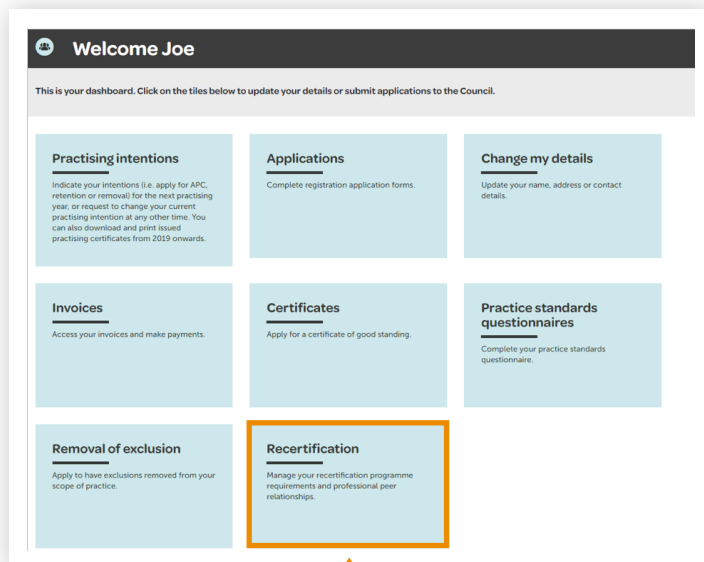
Step 02: Log in screen

- Log in to the practitioner portal using your email address and password.
- If you have forgotten your password, click 'Forgotten your password?' and follow steps 3 and 4 of [Setting \(or resetting\) your password](#) for the practitioner portal.



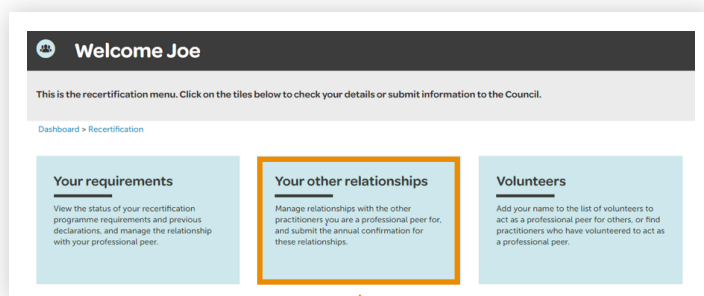
Step 03: Dashboard tiles

- Click the 'Recertification' tile from the dashboard.



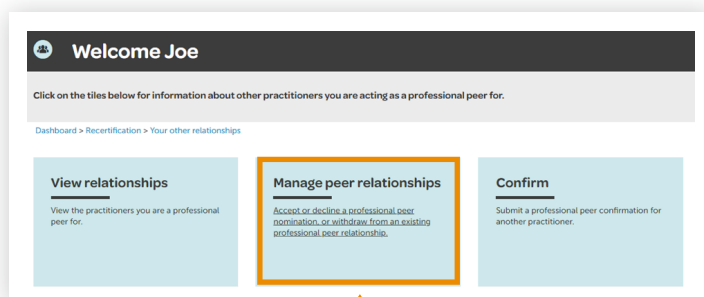
Step 04: Recertification tiles

- Click the 'Your other relationships' tile.



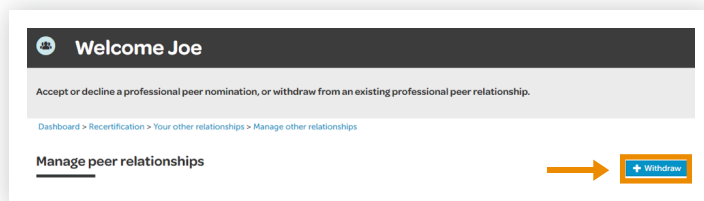
Step 05: Your other relationships tiles

- Click the 'Manage peer relationships' tile.



Step 06: Manage peer relationships

- Click on the '+Withdraw' button on the top right of the 'Manage peer relationships' page.



Step 07: Complete and submit form

The form will contain pre-populated details of your professional peer relationship. Please **check the details are correct**.

If you are acting as a professional peer for more than one practitioner, multiple boxes will appear.

- 1 Tick the box to **withdraw from the relationship** and complete the details requested on the form.
- 2 Click **Submit**.

The screenshot shows a web form titled "Professional peer relationships" under a "Peer relationship withdraw" tab. The form contains several input fields with pre-populated data: "Practitioner" (empty), "Person ID" (empty), "Relationship start date" (01/06/2020), "Relationship status" (Accepted), "Confirmation status" (Not yet due), and "Relationship end date*" (01/10/2020). At the bottom of the form is a checkbox labeled "Withdraw from this relationship". An orange arrow labeled "1" points to this checkbox. Below the form is a green bar with the text "Manage relationships (Withdraw) created". At the very bottom is a blue "Submit" button. An orange arrow labeled "2" points to this button.