

# Delete a subcontractor

1. Login to the [Project Workforce System](#).
2. Click **Project** title name.

HENNEPIN COUNTY MINNESOTA [Home](#) [Contractor List](#) [Help document](#) [Sign Off](#) Zachary Popehn

**Committed Project Workforce - Contractor Portal**  
Projects for: *Popehn Construction*

Filter on project name  Filter on status  Active  Completed

Proj Nbr	Project ↑	PDF	Female	BIPOC	Total	% Female	Female Goal	% BIPOC	BIPOC Goal	WEP hours	DOCCR hours	Contractors	Submitted
9718	Clomon Estate Renovations		2	3	4	60	21	80	32	60	0	4	2
01 James Bedroom Complete	James Bedroom Complete		3	7	8	18	20	52	32	120	80	6	2
3245	Ken test project		2	2	3	62	20	66	32	45	0	3	1
545454	<b>Linden Hills Library</b>		0	0	1	0	20	0	32	0	0	2	1
8675309	Popehn Test 2		1	2	3	9	20	48	32	0	0	1	1

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3. Click the **red trash can** icon next to the subcontractor you want to delete.

★ is the prime contractor

View Emp	Contractor ↑	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Delete
	★ Cab1 James 3	0		7	52	3	18	7	120	80	11/17/2022	
	Fake Contractor	1	Cab1 James 3	0	0	0	0	0	0	0		
	Hennepin Test Vendor	2	Popehn Construction	0	0	0	0	0	0	0		
	Popehn Construction	1	Cab1 James 3	0	0	0	0	1	0	0	12/23/2022	<input type="button" value="Submit"/>
	Sub Contractor James1	1	Cab1 James 3	0	0	0	0	0	0	0		

4. Click **Yes** in the pop-up box to confirm you want to delete.

