

## Miscellaneous Information: Logout

---

### Logout

After you have completed all of your transactions for a particular session in ECF, you should exit the system clicking on the *Logout* function in the blue menu bar. Take the following steps to Logout:

| Step | Action   |
|------|--|
| 1    | Click on the <i>Logout</i> function on the blue menu bar, which returns you to the ECF login screen.   |
| 2    | Click on the X in the upper right-hand corner of the program.<br><br><i>Note:</i> Do not click on the X until have you have clicked on Logout. |

---