

How can I remove local virtual account in Cisco License On-Prem (CLP) deployment?

Introduction

This document provides a step-by-step guide for editing a name of a local Virtual Account (VA) within the Cisco License On-Prem (CLP) portal. Local Virtual Accounts allow you to organize and manage your license inventory effectively within your On-Prem deployment.

Video

The purpose of this content is to share information for educational and/or informational use. You may choose to watch the video or read the content below-both provide the same material, so feel free to engage with whichever format you prefer.

Prerequisites

Before you start, ensure that you have the following:

- A Cisco Smart Account.
- A valid Cisco.com (CCO) User ID and password with access to the relevant Smart or Virtual Account.
- Access to Cisco License On-Prem (CLP) Portal.

Steps

Step 1: Access the Cisco License On-Prem (CLP) portal at: https://<IP_Address>:8443/admin/#/mainview.

Step 2: Navigate to the *Licensing workspace* from the left-hand menu.

Step 3: Select the appropriate *On-Prem Account* from the *On-Prem Account tab*.

Step 4: Once the account is selected, additional tabs will appear in the left-hand menu. Navigate to the *On-Prem Account Management* Tab.

Step 5: Select the *Local Virtual Account Tab* under On-Prem Account Management.

Step 6: Select the Local Virtual Account you want to remove, then click the three-dot menu in the rightmost column of the corresponding row.



Note: The selected Local Virtual Account must be empty and must not contain any assigned licenses or devices. Before deleting the account, transfer any associated licenses and devices to another Local Virtual Account.

Reference Guides:

- [How can I transfer devices from one local Virtual Account \(VA\) to another in Cisco License On-Prem \(CLP\) deployment?](#)
- [How can I transfer licenses from one local Virtual Account \(VA\) to another in Cisco License On-Prem \(CLP\) deployment?](#)

Step 7: From the drop-down menu, select *Remove*.

Step Results: The selected Local Virtual Account is successfully removed.

Troubleshooting

For External Customer/Partner Use Only: Follow these instructions to resolve your issue. If you need further assistance, please initiate a request for License Support via [Cisco Support Case Manager](#).