Employee Terminations

*Terminations for business stakeholders must be submitted using the Notification of Termination for Company Management Employee (PSP-19A) form located on the Forms page of the Private Security Website.

- If you are a Business Stakeholders (owner / partner / corporate officer / shareholder / qualified manager), Sign-In with your personal email address (not the business email address) to search for employees affiliated with your company.
- If you have never logged in before or have forgotten your password, click on “Can’t Login” and follow the steps to gain access to your TOPS profile.
- When you sign in, the “My Profile” tab will be displayed - click on the “My Businesses” tab
• If you are a stakeholder in more than 1 business, you will need to locate the appropriate business listing.
• Type the employee’s name in the search field
• Check the employee report to verify spelling if you are having trouble locating the employee name.
• Locate the individual requiring the termination. If it is the correct, click the “Select” button.
• If your Employee has a pending application, click the “Terminate” button – OR – If your employee does not have a pending application click the “View/Terminate” button.
• Enter the termination date and click “Save” and you are all done.