# Sovereign Upload Portal

How to revoke an API key

This guide shows you how to revoke an API key. For example, if you have changed payroll provider you will need to revoke the key for your old payroll provider and give your new provider a new one.

The Sovereign Upload Portal is the "doing" portal. It is to be used for data input and it also provides an "Application Programming Interface" (API) for quick and easy administration. This API interacts with external systems used, for example, by payroll providers.

An API key is a unique identifier used to authenticate and authorise an application/system or user. So it gives permission for two systems to talk to each other. For example, it will allow your payroll provider system to exchange data directly with the Sovereign system. However, you have control of your data, therefore you have to create an API key and give it to your payroll provider. You also have to revoke it if you change provider. This guide will tell you the process.

It is important that you keep this key confidential as it is part of your digital security.
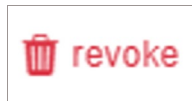
1. To navigate to the API keys page, click on the 'Home' tab.
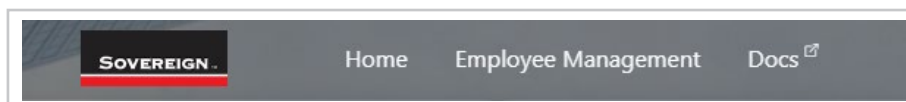
2. You'll be presented with this screen.
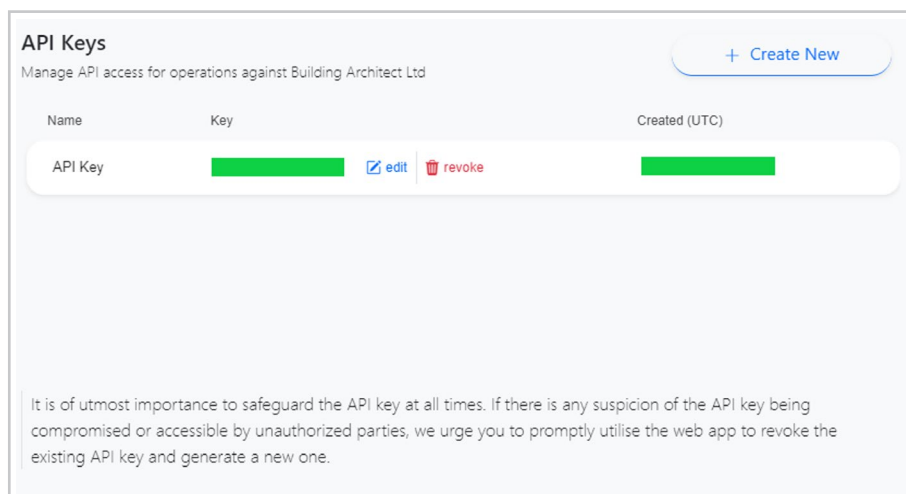
3. To revoke an API key, simply click the 'revoke' button for the corresponding key you want to revoke.

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4. You'll be presented with a verification message. If you are sure you want to revoke the key, and are aware of the implications it will have on the systems that utilise the key currently, then click 'Revoke Key'.

5. The API key will then be deleted and removed from your account.