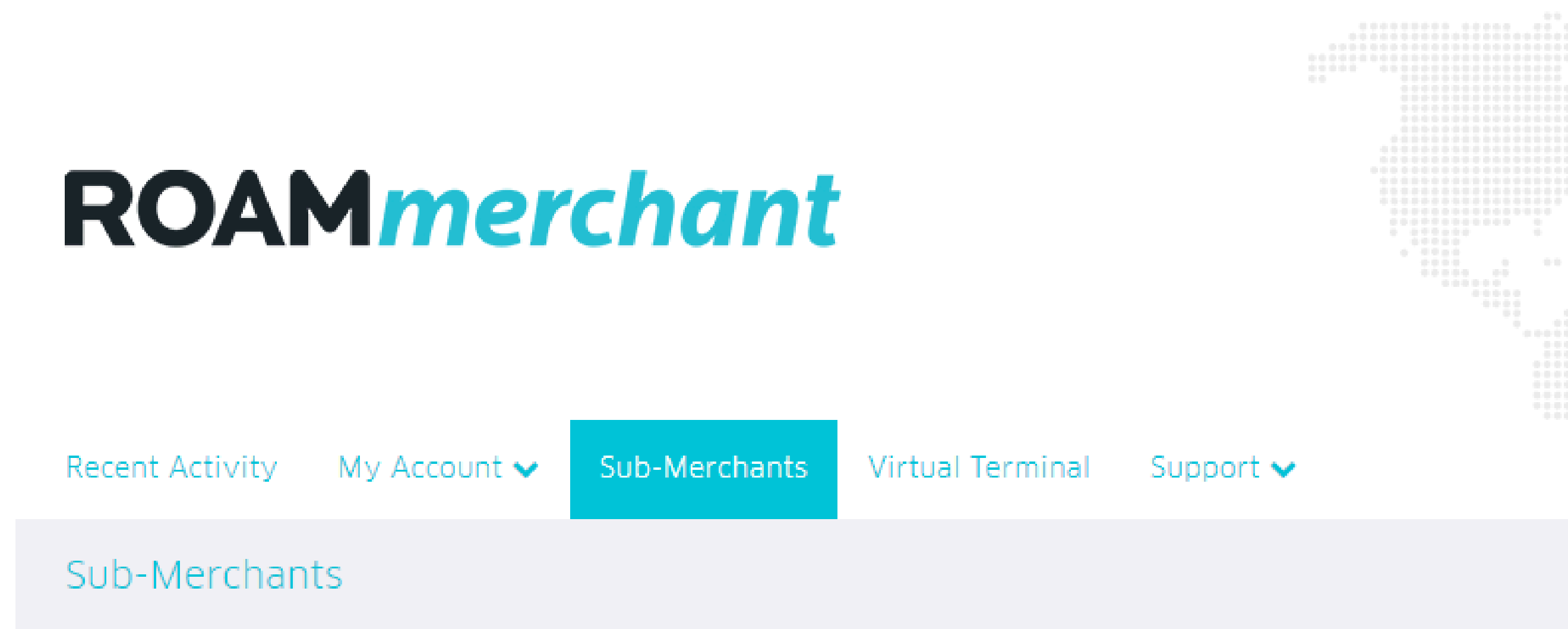# How do I activate or deactivate a Sub-Merchant?

Posted: Oct 20, 2016

1. Click on the Sub-Merchants tab across the top Navigation Pane.

ROAMmerchant

| Recent Activity | My Account ∨ | Sub-Merchants | Virtual Terminal | Support ∨ |

Sub-Merchants

2. You will now see a complete list of your Sub-Merchants. You can change the status of a subline by clicking the Activate or Deactivate link in the Actions column.

Additional Sub-Merchants: ⊕ Add Sub-Merchant

Search sub-merchants

Username ▲	Status ⇕		Actions ⇕
joshx12345	ACTIVE		Deactivate
lotsa11001	ACTIVE		Deactivate
lotsa11002	ACTIVE		Deactivate
lotsa11003	ACTIVE		Deactivate
lotsa11004	ACTIVE		Deactivate
lotsa11005	ACTIVE		Deactivate
lotsa11006	ACTIVE		Deactivate
lotsa11007	ACTIVE		Deactivate