

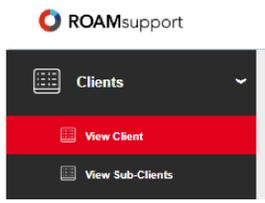
## Creating a SubClient

Posted: Feb 20, 2020

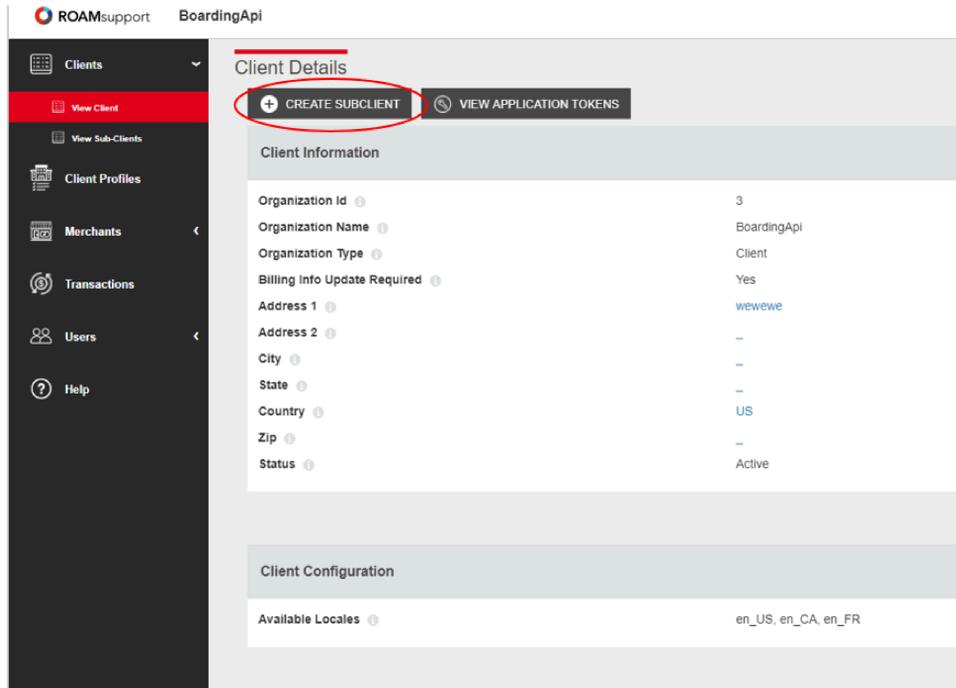
SubClients serve as an extension of a client organization. Though technically part of a client organization, subclients have the ability to board merchants and submerchants on their own under their client's organization.

SubClients have their own login credentials for ROAMsupport and are able to create additional organizational users at this level.

1. First, log in to ROAMsupport6 by following the steps outlined [here](#).
2. On the sidebar, open the Clients menu.



3. Click on View Client under the Clients menu.
4. This will bring you to the Client Details page, where you have the option to Create SubClient as shown below. Clicking this will direct you to the subclient creation page.



5. Click on Create Subclient.
6. On the Create SubClient page, fill out the requested fields as required.

### Create SubClient

**Account Information**

- \* Organization Name:
- \* Billing Method:
- \* Billing Template:
- \* Business Email:
- \* Account Number:
- \* Routing Number:
- \* Country:
- \* Postal Code:
- \* Address 1:
- \* Address 2:
- \* City:
- \* Region:
- \* Sold By:
- \* Owned By:
- \* Language:
- \* Processors:
  - ChasePaymentech
  - Global
  - Vantiv
  - Tsys
  - Mtas

7. After entering the Account Information above, you must now create Administrator credentials for the SubClient being created.

### User Information

- \* User Name:
- \* Password:  Password Strength: strong
- \* Confirm Password:
- \* First Name:
- \* Last Name:
- Middle Name:

8. Fill in the required fields as shown above and click create.
9. Once completed, click on Create at the bottom of the screen. If successful, you will be prompted with the following dialogue to confirm.

