ROAMmerchant Login

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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.

C ROAMsupport	BoardingApi	
E Clients	 Client Details 	
🛄 View Client	CREATE SUBCLIENT	
Uiew Sub-Clients	Client Information	
Client Profiles	Client Information	
	Organization Id 💿	3
Merchants	Organization Name	BoardingApi
	Organization Type 🕕	Client
(S) Transactions	Billing Info Update Required 🕕	Yes
	Address 1	wewewe
28 Users	Address 2 🕕	_
	City 💿	_
? Help	State 🕦	_
	Country 💿	US
	Zip 💿	_
	Status 🕕	Active
	Client Configuration	
	Available Locales 💿	en_US, en_CA, en_FR

5. Click on Create Subclient.

6. On the **Create SubClient** page, fill out the requested fields as required.

Create SubClient		
Account Information		

* Organization Name:	Enter Organization Name	
* Billing Method:	Select a Billing Method	
* Billing Template:	Select a Billing Template	
* Business Email:	Enter Email Address	
* Account Number:	Enter Account Number	
* Routing Number:	Enter Routing Number	
* Country: 🕕	Select a Country	
* Postal Code: 🕕	Enter Client Postal Code	
* Address 1: 📵	Enter your Address	
Address 2: 🕕	Enter Apt or Unit #	
* City: 🗻	Enter Client City	
* Region: 🕕	Select a Region	
* Sold By:	Enter Client Sold By	
* Owned By:	Enter Client Owned By	
* Language:	English	
* 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		
+ Liser Name:		

× User Name.	TestUser
* Password:	•••••••
	Password Strength: strong
* Confirm Password:	*******
* First Name:	MyFirst
* Last Name:	MyLast
Middle Name:	Enter Middle Name or Initial
	Reset Create

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.



