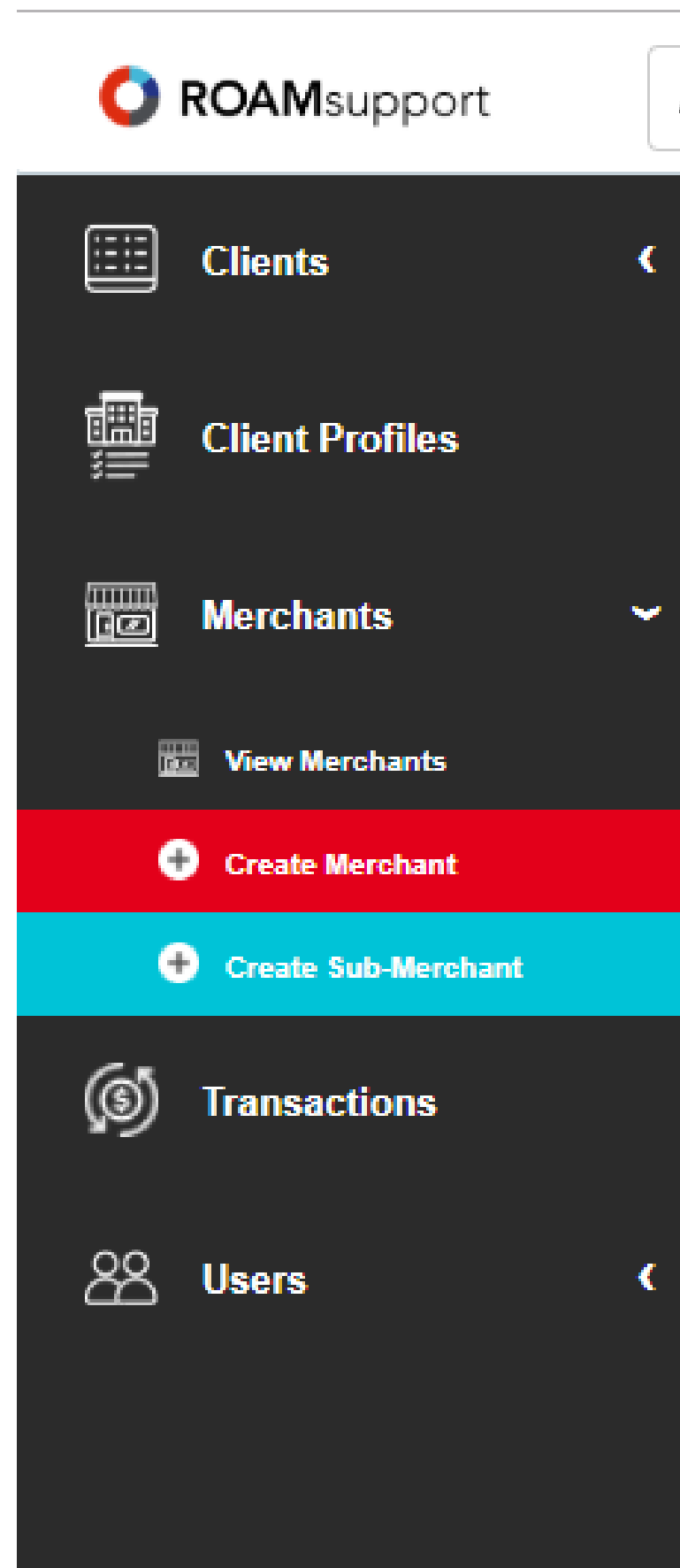


Creating a New Merchant/Submerchant

Posted: Nov 20, 2019

Merchants and submerchants serve as the end-users accessing ROAMpayX or ROAMmerchant as account holders to accept and process transactions.

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



3. To create a new merchant or submerchant, click the appropriate option.

4. You will now be presented with the Create Merchant/Submerchant page.

Create Merchant

Processor Information

* Processor:

Account Information

* DBA:

* Business Email:

Tax ID:

* Capture Type:

Custom Data:

5. Fill in the required fields, including processor information, account information, merchant and industry information, and user information.

6. Once you have filled in the applicable fields, click on the Create button at the bottom to create the profile.

* Mobile Phone:

* Business Phone:

Home Phone:

Allow to log into ROAMmerchant:

6. If successful, you'll be prompted with a successful notification as shown below. You'll have the option to create another merchant, or view the merchant just created.