ROAMmerchant Login

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Creating a New Merchant/Submerchant

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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.



Client Profiles	
Merchants	~
📅 View Merchants	
Create Merchant	
Create Sub-Merchant	
(3) Transactions	
A Users	¢

- 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:	Select a Processor	
	Choose a Client Profile 🔹	
Account Information		
* DBA: 🚯	Enter DBA	
* Business Email: 🕕	Enter Email Address	
Tax ID: 🕕	Enter Tax ID	
* Capture Type: 🕕	Select a Capture Type	
Custom Data: 🕕	Custom Text can be Added Here	

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: 👔	2038042222
* Business Phone: 🕕	2038042222
Home Phone: 💿	Enter Merchant 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.

