ROAMmerchant Login

## WORLDLINE MV//

## Viewing Merchant and Submerchant Information

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- 1. First, log in to ROAMsupport6 by following the steps outlined here.
- 2. On the sidebar, open the Merchants menu.





3. Click on View Merchants, under the Merchants menu.

4. This screen is used to show details about the merchants associated with the logged-in client. It's important to note that profiles will not show up in the list by default, they must be searched. If you do not input a search query, a list of all associated client profiles will be returned.



5. This returns a comprehensive list of all merchants associated with the account. For more details about a specific merchant or submerchant, click the respective line item for that account.

Merchants									
🛱 VIEW SUB-MER	CHANTS	CREATE MERCHANT	+ CREATE SUB-MERC	HANT					
search	Q		6	PRINT 🕑 EX	PORT PDF	PORT CSV			
Advanced Search									
User Name 🖨	DBA 븆	First Name 🖨	Last Name 븆	Email 🖨	Status 🖨	0			
fleamarket	fleamarket	fleamarket	fleamarket		Active				
warnerwb	warnerwb	warnerwb	warnerwb		Active				
Displaying 1 - 2 of 2 Merchants matched. Show 25 🔹 Merchants per page									

6. Clicking into a merchant provides all merchant-related information, including configuration details, billing fee information, and receipt settings information. From this screen, you can also re-send welcome & reset password emails, as well as access transaction history and ROAMmerchant.

## Merchants > fleamarket

- BACK 🝥 TRANSACTIONS 🝥 ROAMmerchant	PRINT
Merchant Information	
RE-SEND WELCOME EMAIL	
Merchant Configuration	
Billing Fee Information	
Merchant Receipt Settings Information	

