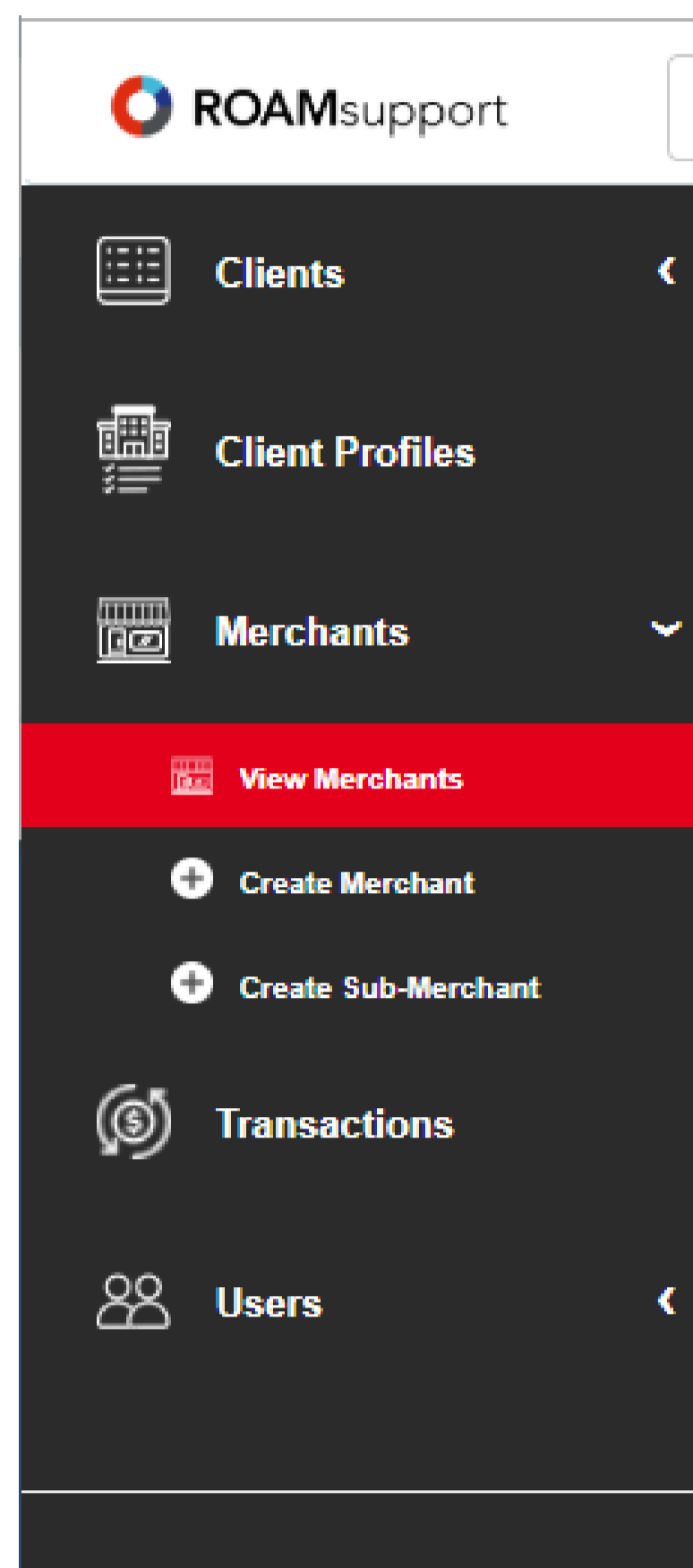


Viewing Merchant and Submerchant Information

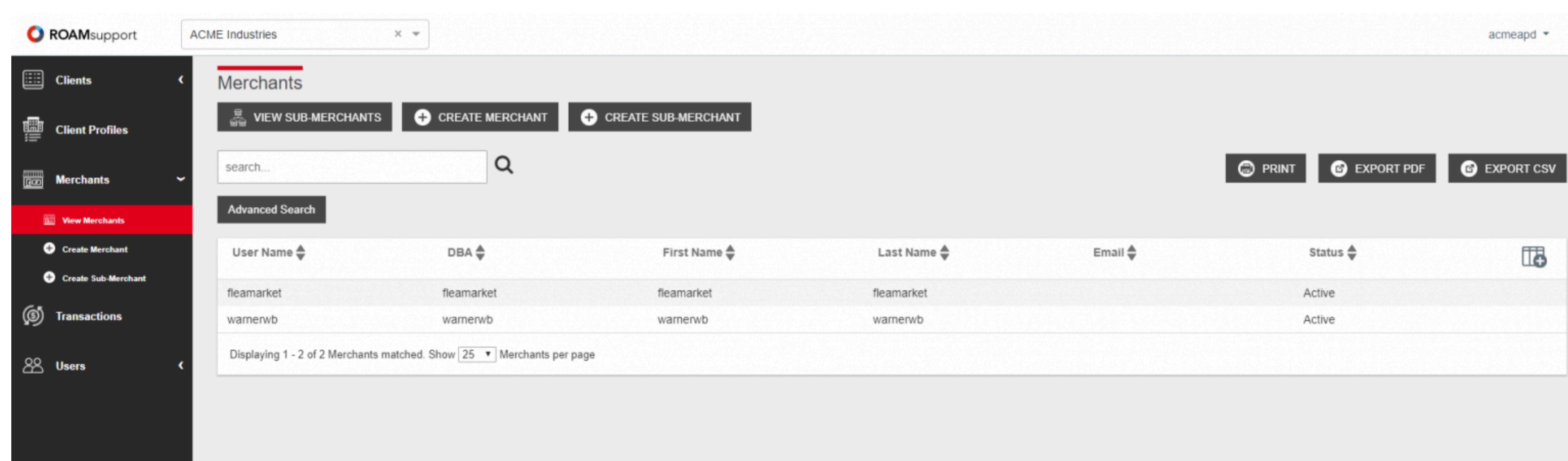
Posted: Nov 20, 2019

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

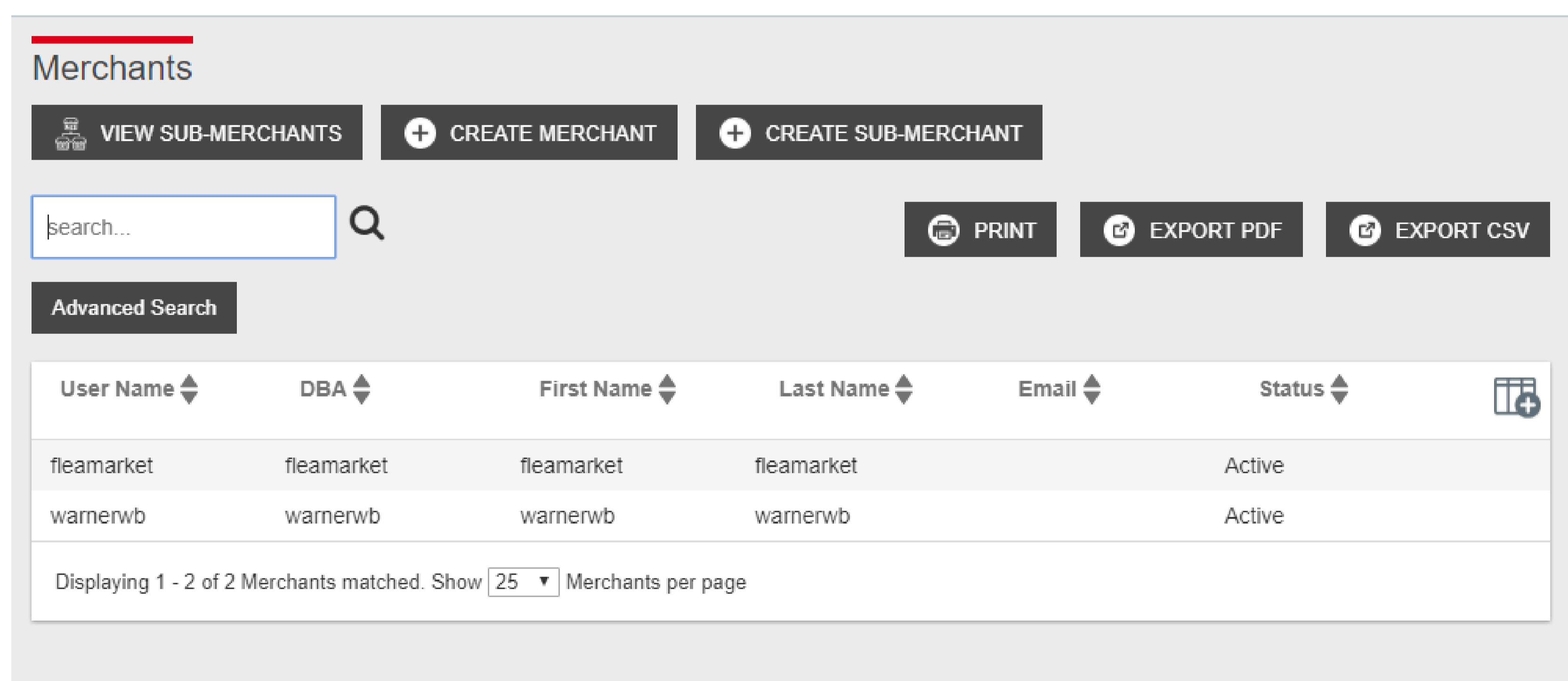


3. Click on View Merchants, under the Merchants menu.

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.



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.

