ROAMmerchant Login

## WORLDLINE MV//

## Sending Merchant Email Information (Welcome & Forgot Password)

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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. Click on (or search for) the merchant for whom you would like to send the email.

Merchants						
ଳ୍କି VIEW SUB-MER	RCHANTS +	CREATE MERCHANT	+ CREATE SUB-MERC	HANT		
search	Q		G	PRINT 🕑 EX	PORT PDF	PORT CSV
Advanced Search						
User Name 🖨	DBA 🖨	First Name 🖨	Last Name 🖨	Email 🖨	Status 🖨	
fleamarket	fleamarket	fleamarket	fleamarket		Active	
warnerwb	warnerwb	warnerwb	warnerwb		Active	
Displaying 1 - 2 of 2 M	Merchants matched.	Show 25 🔻 Merchants per p	age			

6. Once you are on the merchant information page, click on the respective button for whichever email type you would like to send. This email will be sent to the email address on-file for the merchant.



	Merchant Information
0	RE-SEND WELCOME EMAIL RESET PASSWORD EMAIL
	Merchant Configuration
	Billing Fee Information
	Merchant Receipt Settings Information

