Create and Managing Merchant Gateway Users

Last Modified on 01/31/2023 10:20 am EST

Create Merchant Gateway Users

1. Click Settings in the Utilities section of the Main Menu

Virtua Ca	al Terminal	Reporting <u>LIII</u> Transactions		
	Ser	vices		
	°O ⊂⊕	<u><u><u></u></u></u>		
Add	Add Customer List Customers			
	Uti	lities		
Ø	<u>0</u>		<u>>_</u>	
Settings	Support	Video Tutorials	Integration Docs	

2. Click User Accounts in the General Options section



3. Click Add A New User

Home / Gateway Options / User Accounts								
User Accounts								
Username	Name	Permissions			Notifications		Actions	
BruteForce	Curt Malicoat	VUKITAOLP	DRMWE	вн	SKILUD	ANCP	0	
jnewfer	Jennifer Newfer	VUKITAOLP	DRMWE	вн	TSKILUD	ANCP	D	
Add A New User Permissions V Virtual Terminal U Upload Transactions Notifications								
K Access AF	K Access API T Tran			Settlement P	eports			
Recurring/Installment Billing Settle Transaction Reports K Elect			Electronic Ch	eck Notifications				
A Administr	A Administrative Ontions I R			Recurring Re	ports			
Access Other Users' Transactions			Customer Va	ult Reports				
L Access the Customer Vault U			Upload Sumr	maries				
P Access All	P Access All Processors D			Developer Updates				
D Unlock Pa	Unlock Payment Data A			Administrative Updates				
R FTP Acces	s		N	Information I	Newsletter			
M Product M	anager Admin		С	Accounting N	lotifications			
W Manage W	ebhook Configuratior	1	Р	Automatic Ca	ard Updater			
H Access Co	llect Checkout		-	Notifications				
B Access In	voice							

Note: There is a key to identify the Permissions and Notifications by their Alpha value. Users can be limited on access to Void and Refund by expanding the permissions on *Virtual Terminal Access* and de-selecting the options.



4. There is the option to duplicate a current user's permissions and notifications by clicking the Duplicate User

Actions

Duplicate User

ت ن

i	con.				
	User Accou	ints			
	Username	Name	Permissions		Notifications
	BruteForce	Curt Malicoat	V U K I T A O L P D R M W B	н	SKILUDANCP
	jnewfer	Jennifer Newfer	VUKITAOLPDRMWB	н	TSKILUDANCP

Modify Gateway User

1. Click on an existing Username to modify Permissions and Notifications

Home / Ga	teway Options / Use	r Accounts						
User Accou	unts							
Username	Name	Permissions			Notifications	Actions		
BruteForce	Curt Malicoat	VUKITAOLPDR	мw	в н	SKILUDANCP	D		
jnewfer	Jennifer Newfer	VUKITAOLPDR	M W I	в н	T S K I L U D A N C P	D		
Add A Nev	User							
ermissions	rminal							
Unload Tr	Unload Transactions			Notifications				
Access Al	Access API			T Transaction Receipts				
Recurring/Installment Billing			S	Settlement Reports				
T Transaction Reports			к	Electronic Check Notifications				
A Administrative Options			I	Recurring Reports				
0 Access Other Users' Transactions			L	Customer Vault Reports				
L Access the Customer Vault			U	Upload Summaries				
Access All Processors			D	Developer Updates				
^a Access Al		Unlock Payment Data			Administrative Updates			
 Access Al Unlock Pa 	ayment Data		Α	Administrativ	/e Updates			
 Access Al Unlock Pa FTP Access 	ayment Data ss		A N	Information	ve Updates Newsletter			
 Access Al Unlock Pa FTP Access Product N 	ayment Data ss 1anager Admin		A N C	Information Accounting N	ve Updates Newsletter lotifications			
 Access Al Unlock Pa FTP Acces Product N Manage V 	ayment Data ss 1anager Admin Vebhook Configuration	ı	A N C	Administration Information Accounting N Automatic Ca	ve Updates Newsletter Iotifications ard Updater			
P Access Al D Unlock Pa R FTP Acce M Product N W Manage V H Access Co	wyment Data ss Ianager Admin Vebhook Configuration bllect Checkout	1	A N C P	Administration Information Accounting N Automatic Ca Notifications	ve Updates Newsletter lotifications ard Updater			

Home / Gateway Options / User Accounts / Edit

Edit Account

Complete the information below to save the user.

2. Select and de-select Permissions and Notifications as necessary

3. Click Save

Delete User

1. Click on Username

Home / Ga	teway Options / Use	r Accounts						
User Accou	unts							
Username	Name	Permissions			Notifications	Actions		
<u>BruteForce</u>	Curt Malicoat	VUKITAOLPDR	мw	в н	SKILUDANCP	۵		
jnewfer	Jennifer Newfer	VUKITAOLPDR	M W I	в н	T S K I L U D A N C P	۵		
Add A New Permissions V Virtual Te U Upload Tr K Access Af I Recurring T Transacti	rminal ansactions PI /Installment Billing on Reports		No T S K	tifications Transaction F Settlement R Electronic Ch	Receipts Peports Neck Notifications			
A Administrative Options			Ι	Recurring Reports				
0 Access Other Users' Transactions			L	Customer Vault Reports				
L Access the Customer Vault			U	Upload Summaries				
	I Deserves		D	Dovoloper U	adatoc.			
P Access Al	l Processors		D	Developer Up Administrativ	odates ve Undates			
P Access Al D Unlock Pa R FTP Acces	l Processors ayment Data ss		D A N	Administrativ	odates ve Updates Newsletter			
P Access Al D Unlock Pa R FTP Acces M Product M	l Processors ayment Data ss 1anager Admin		D A N C	Developer Up Administrativ Information Accounting N	odates ve Updates Newsletter lotifications			
P Access Al D Unlock Pa R FTP Acces M Product M W Manage V	l Processors ayment Data ss 1anager Admin Vebhook Configuration	1	D A N C	Developer Up Administrativ Information Accounting N Automatic Ca	odates ve Updates Newsletter lotifications ard Updater			
P Access Al D Unlock Pa R FTP Acces M Product M W Manage V H Access Co	l Processors syment Data ss fanager Admin Vebhook Configuration bllect Checkout	1	D A N C P	Developer Up Administrativ Information Accounting N Automatic Ca Notifications	odates ve Updates Newsletter lotifications ard Updater			

2. Click **Delete User** to remove the user's access to the Merchant Gateway

