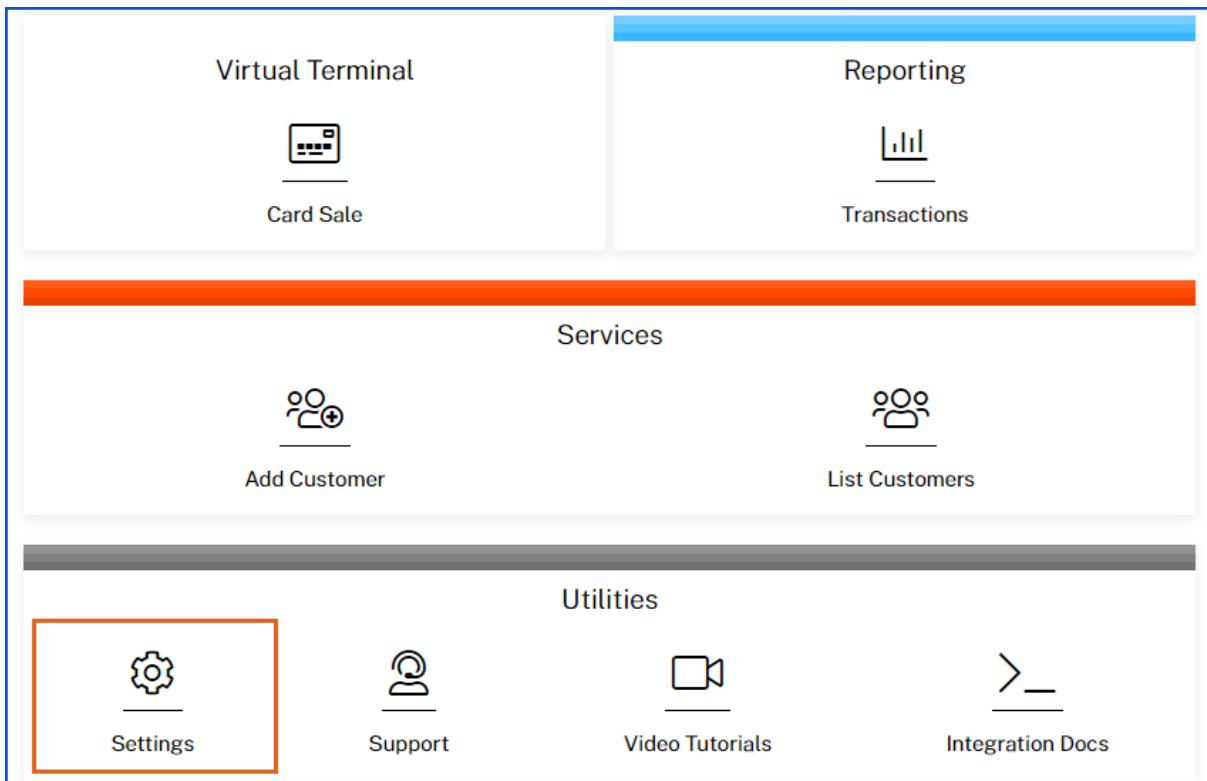


Create and Managing Merchant Gateway Users

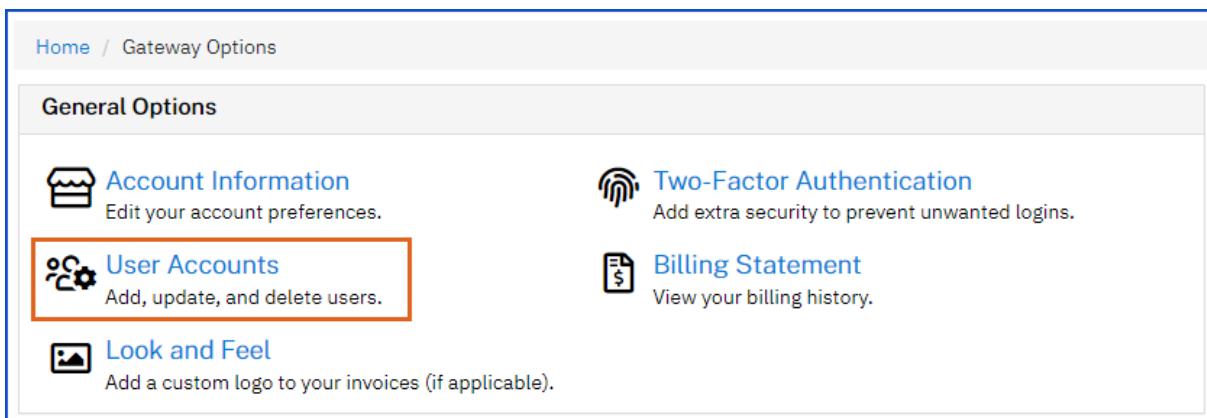
Last Modified on 01/09/2026 4:56 pm EST

Create Merchant Gateway Users

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



2. Click **User Accounts** in the General Options section



3. Click **Add A New User**

User Accounts

Username	Name	Permissions	Notifications	Actions
BruteForce	Curt Malicoat	V U K I T A O L P D R M W B H	S K I L U D A N C P	
jnewfer	Jennifer Newfer	V U K I T A O L P D R M W B H	T S K I L U D A N C P	

[Add A New User](#)

Permissions

- V Virtual Terminal
- U Upload Transactions
- K Access API
- I Recurring/Installment Billing
- T Transaction Reports
- A Administrative Options
- O Access Other Users' Transactions
- L Access the Customer Vault
- P Access All Processors
- D Unlock Payment Data
- R FTP Access
- M Product Manager Admin
- W Manage Webhook Configuration
- H Access Collect Checkout
- B Access Invoice

Notifications

- T Transaction Receipts
- S Settlement Reports
- K Electronic Check Notifications
- I Recurring Reports
- L Customer Vault Reports
- U Upload Summaries
- D Developer Updates
- A Administrative Updates
- N Information Newsletter
- C Accounting Notifications
- P Automatic Card Updater
- P Notifications

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.

Permissions

<input type="checkbox"/> Virtual Terminal Access	<input type="checkbox"/>
<input type="checkbox"/> Credit Card	<input type="checkbox"/>
Sale Transactions	
<input type="checkbox"/> Authorize Transactions	<input type="checkbox"/>
<input type="checkbox"/> Capture Transactions	<input type="checkbox"/>
<input type="checkbox"/> Void Transactions	<input type="checkbox"/>
<input type="checkbox"/> Refund	<input type="checkbox"/>
<input type="checkbox"/> Offline/Voice Auth	<input type="checkbox"/>
<input type="checkbox"/> Validate Transactions	<input type="checkbox"/>
<input type="checkbox"/> Electronic Check	<input type="checkbox"/>
Sale Transactions	
<input type="checkbox"/> Void Transactions	<input type="checkbox"/>
<input type="checkbox"/> Refund	<input type="checkbox"/>

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

User Accounts					
Username	Name	Permissions	Notifications	Actions	
BruteForce	Curt Malicoat	V U K I T A O L P D R M W B	H	S K I L U D A N C P	
jnewfer	Jennifer Newfer	V U K I T A O L P D R M W B	H	T S K I L U D A N C P	

Modify Gateway User

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

User Accounts

Username	Name	Permissions	Notifications	Actions
BruteForce	Curt Malicoat	V U K I T A O L P D R M W B H	S K I L U D A N C P	
jnewfer	Jennifer Newfer	V U K I T A O L P D R M W B H	T S K I L U D A N C P	

[Add A New User](#)

Permissions

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D Developer Updates
A Administrative Updates
N Information Newsletter
C Accounting Notifications
P Automatic Card Updater
P Notifications

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

User Accounts

Username	Name	Permissions	Notifications	Actions
BruteForce	Curt Malicoat	V U K I T A O L P D R M W B H	S K I L U D A N C P	
jnewfer	Jennifer Newfer	V U K I T A O L P D R M W B H	T S K I L U D A N C P	

[Add A New User](#)

Permissions

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

Edit Account

Complete the information below to save the user.

Click "Delete User" below to delete the user.

[Delete User](#)