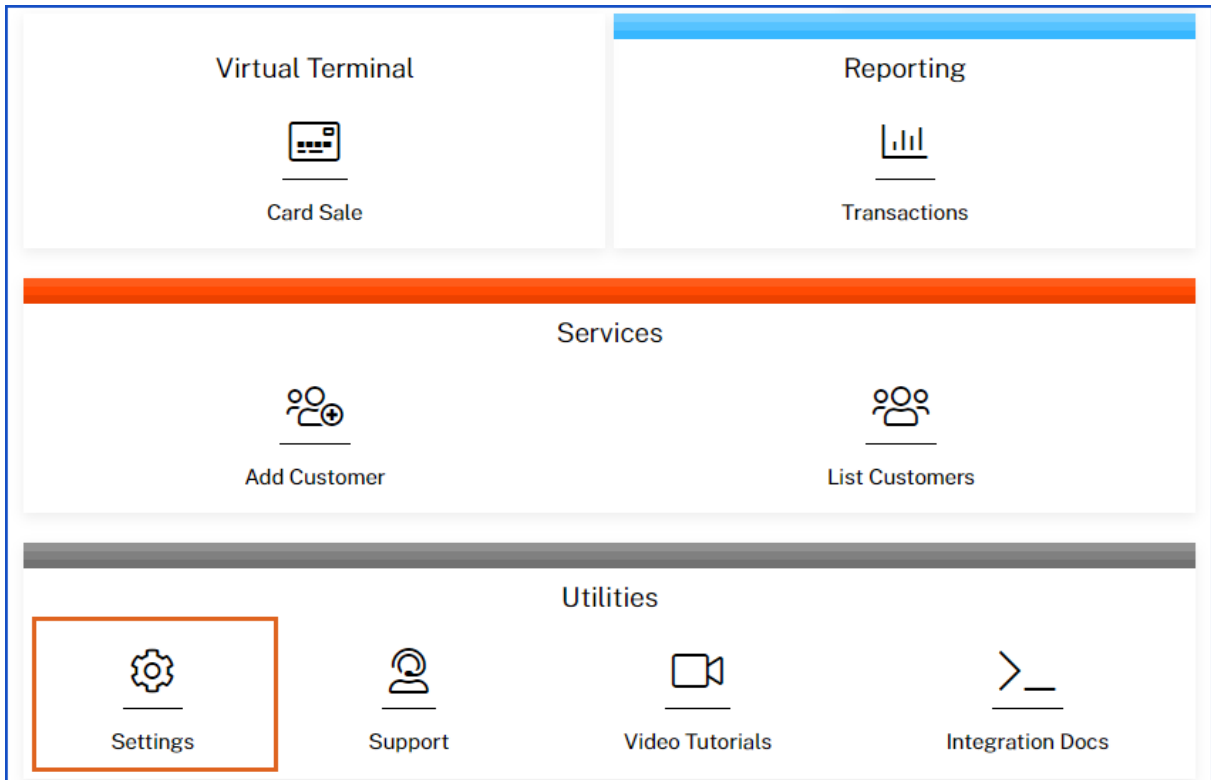


Create and Managing Merchant Gateway Users

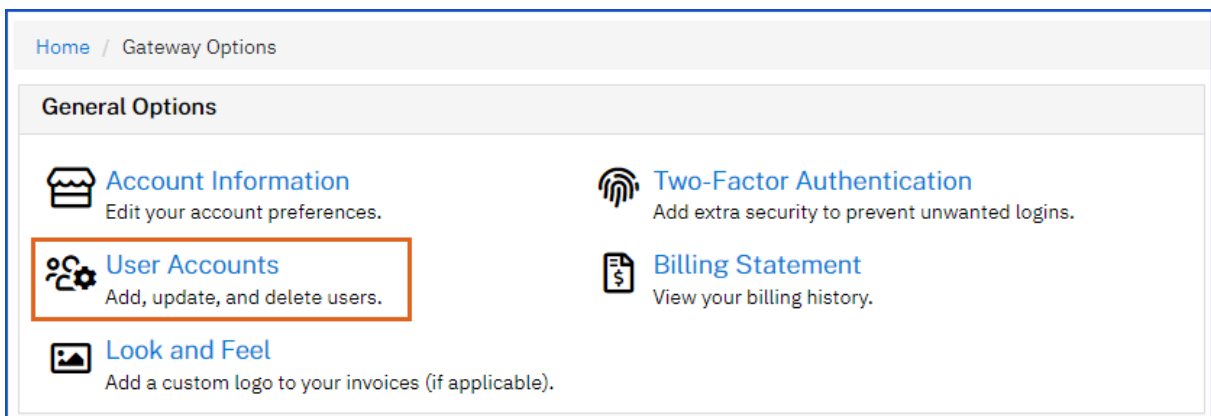
Last Modified on 01/09/2026 4:56 pm EST

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 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

- Virtual Terminal Access
- Credit Card
 - Sale Transactions
 - Authorize Transactions
 - Capture Transactions
 - Void Transactions
 - Refund
 - Offline/Voice Auth
 - Validate Transactions
- Electronic Check
 - Sale Transactions
 - Void Transactions
 - Refund

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	 Duplicate User

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

V Virtual Terminal
U Upload Transactions
K Access API
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P Access All Processors
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Notifications

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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

- V Virtual Terminal
- U Upload Transactions
- K Access API
- I Recurring/Installment Billing
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- O Access Other Users' Transactions
- L Access the Customer Vault
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Notifications

- T Transaction Receipts
- S Settlement Reports
- K Electronic Check Notifications
- I Recurring Reports
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- U Upload Summaries
- D Developer Updates
- A Administrative Updates
- N Information Newsletter
- C Accounting Notifications
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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