The Merchants tab in the [Merchant Account Application](#) allows TTUHSC employees who are listed as a contact for a merchant the ability to edit merchant information.

Accessing the application:
- Requires eRaider to login
- Opens to your dashboard
- Displays two tabs on the main page > New Requests and Merchants
    - Merchants tab opens to all Merchant records where you are a contact
    - All MIDs are grouped by organization code

Merchant Application Users will be able to view the following information for merchants, starting from the left side of the merchant page:
- **Merchants**
    - 💬 **Comment Icon** – Comments for changed fields
    - 👤 **People Icon** – List of Merchant Users. Add/Delete those needing training
    - ✏️ **Merchant Data Icon** – Data that was entered when requesting MID
- **eCommerce/Mobile/Terminal** – Information ▾ eComm(2) toggle field
- **Merchant ID (MIDs)** – Information field

MIDs (242)	Finance Contact	PCM	Bank	Exp FOAP
	Dean/VP	Secondary Contact		Processor

- **Contacts** – Contacts are editable using the Contacts edit icon or toggle the name for contact detail
    - **Finance Contact** – Drop-down list maintained by Accounting Services
    - **Dean/VP** – Populate or edit appropriate Division Head selected from drop-down list
    - **PCM** – Required field can be changed by using R#
    - **Secondary Contact** – Add an alternate to edit information
- **Bank** – Banner bank code
- **Expense FOAP** – Merchant ID expenses charged to FOAP

The blue **Filter Icon** is located at the top far right of the merchant page. Users can:
- Query merchants by different fields
- Use Filter Button and Close/Clear Filter Button
- Edit merchant information for records where they are listed as a contact

The green **Excel Icon** is located to the left of the filter icon and can be used to download the filtered data to Excel.

If you have additional questions, please contact Accounting Services at merchantsID@ttuhsc.edu.