Adding Merchant Users to Merchant Account

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER. Finance Systems Management

The Merchant Account Application gives TTUHSC departments the ability to accept credit card payments by obtaining a merchant for ecommerce, terminal and/or mobile solutions. To add new or modify existing merchants by submitting a request, use the Merchant Account Application.

Click either of the Merchants tab to view those merchants associated with your name.
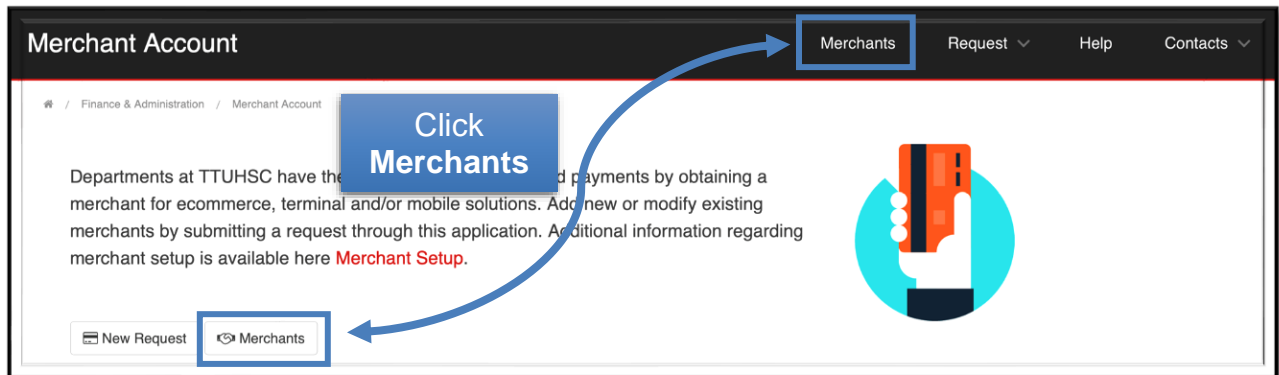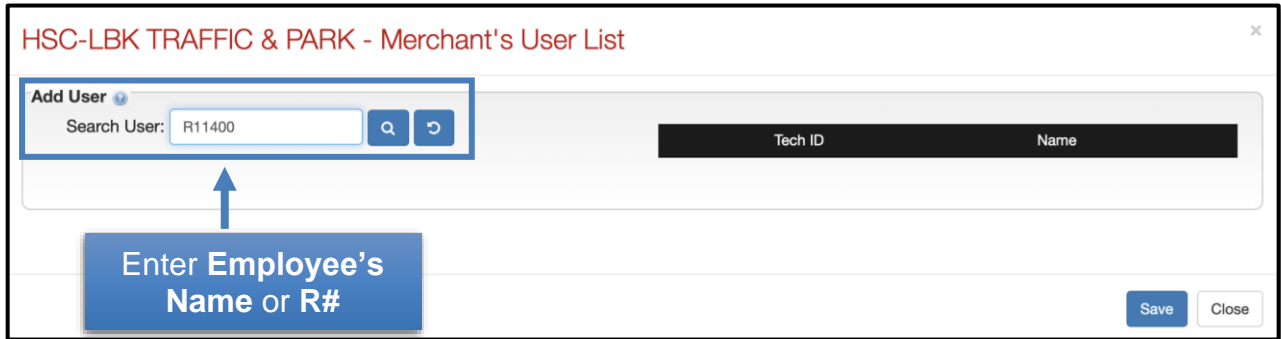

Add Merchant Users by clicking the **People Icon** by each Merchant on the left side of the page.
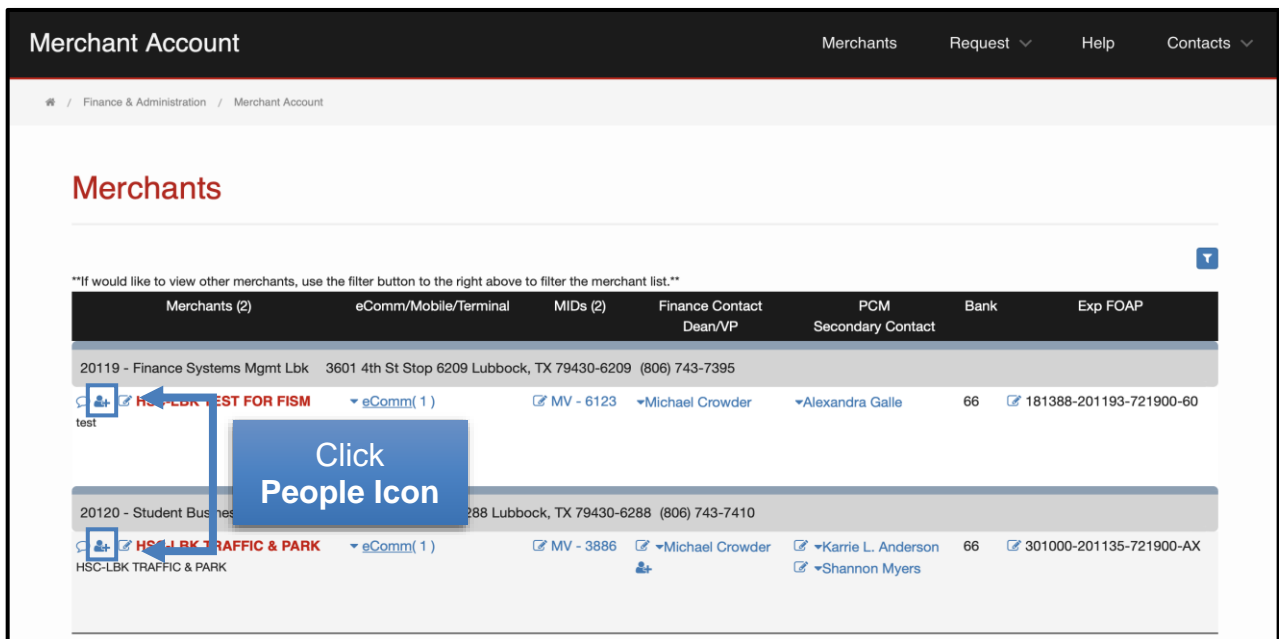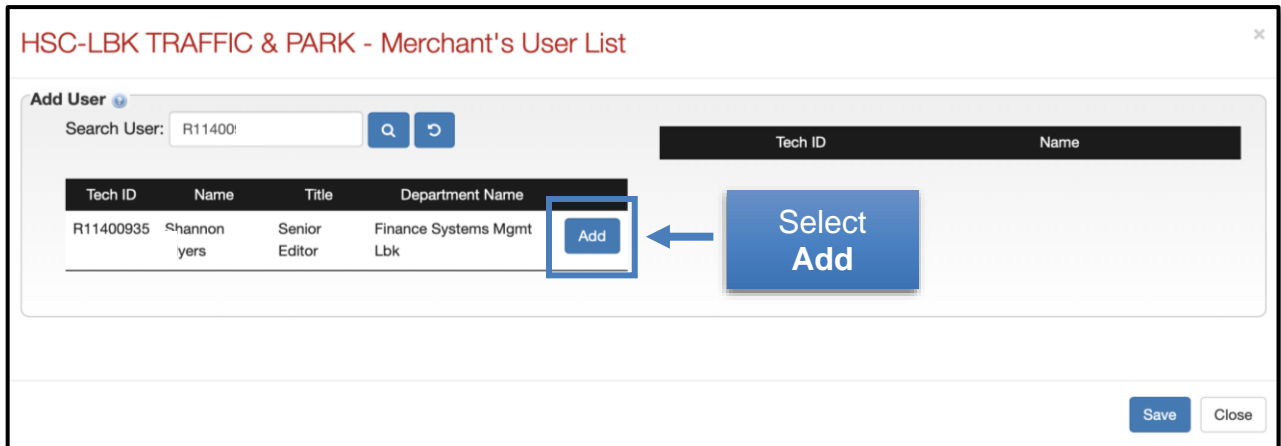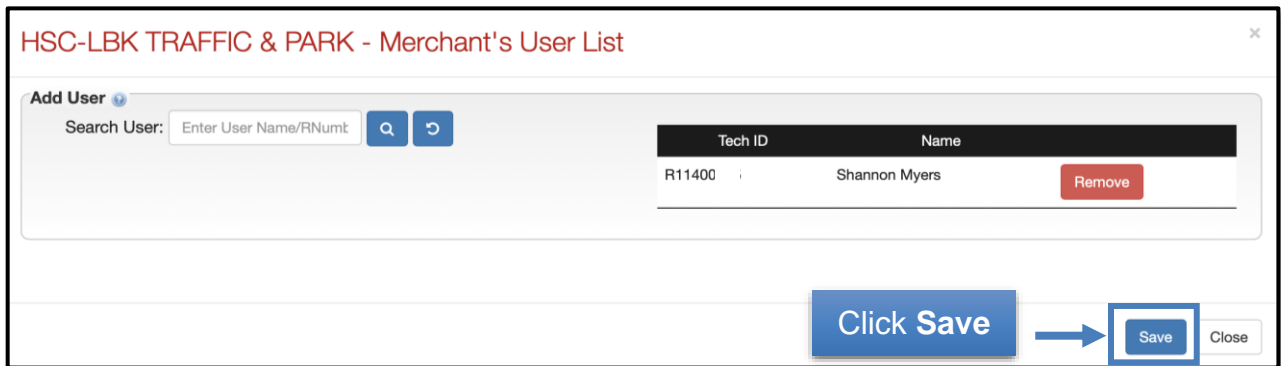
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Search the **employee's name** or **R#**.

Select **Add** if the employee you want to attach is correct.

Click **Save** to confirm the addition of the employee to the Merchant User list.

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