

Search for merchants

A list of merchants can be accessed from the **Merchants** menu on the administration interface.

The screenshot shows the 'Merchants > Merchants' page. At the top right, there is a user profile for 'administrator'. Below the breadcrumb, there is a search bar with three input fields: 'Merchant name', 'Merchant ID', and 'Acquirer BIN'. A 'Click to Search' label with arrows points to each of these fields. A 'Clear' button is on the right of the search bar. Below the search bar, there is a 'Display 10 Records' dropdown and a 'Showing 1 to 3 of 3 Merchants.' status. The main content is a table with columns: 'Merchant name', 'Merchant ID', 'Acquirer', and 'Status'. There are three rows of data, each with a checkbox in the first column. A 'Click to view Merchant details' label with an arrow points to the first row. At the bottom right of the table, there are 'Delete' and 'New' buttons.

Merchant name	Merchant ID	Acquirer	Status
☐ Test Merchant	123456789012345		ENABLED
☐ Test Merchant Three	123456789036789		ENABLED
☐ Test Merchant Two	123456789054321		ENABLED

All merchants that the user is assigned to are shown in the Merchant list by default. You can filter the list and search for specific merchants using the following parameters:

- **Merchant name** - Full or partial search on the **Merchant name** provided in the merchant profile.
- **Merchant ID** - Full or partial search on the acquirer assigned **Merchant ID** provided in the merchant profile.
- **Acquirer BIN** - Full or partial search on any of the **Acquirer BINs** provided in the merchant profile.

Search results are displayed in a table with **Merchant name**, **Merchant ID**, **Acquirer BIN** and **Enabled status** headings. Select a merchant to [view or edit](#) its details.

User Access

The **Merchants** page can only be accessed by a user that manages a merchant entity, e.g. a **Business Admin**, **Merchant Admin** or **Merchant** user.

 Hint

If no merchant is displayed for a user that has either the **Merchant Admin** or **Merchant** role, double check that they have been assigned a merchant on the **User Management > User details** page.