

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 'Clear' button is on the right. Below the search bar, there is a 'Display' dropdown set to '10' and 'Records'. To the right, it says 'Showing 1 to 3 of 3 Merchants.' Below this is a table with columns: 'Merchant name', 'Merchant ID', 'Acquirer', and 'Status'. The table contains three rows of test merchants. At the bottom right, there are 'Delete' and 'New' buttons. Annotations with arrows point to the search fields and a row in the table.

Click to Search

Click to view Merchant details

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.