

# 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, the user is identified as 'administrator'. Below the breadcrumb, there is a search bar with the text 'Merchant list' and a subtext 'Select a row to view details.'. The search bar has three input fields: 'Merchant name', 'Merchant ID', and 'Acquirer BIN', with a 'Clear' button on the right. Below the search bar, there is a 'Display' dropdown set to '10' and 'Records', and a status indicator 'Showing 1 to 3 of 3 Merchants.'. The main content is a table with columns: 'Merchant name', 'Merchant ID', 'Acquirer', and 'Status'. The table contains three rows of test merchants. Below the table, there are 'Delete' and 'New' buttons. Annotations with arrows point to the search fields and the 'Merchant name' column header, with the text 'Click to Search' and 'Click to view Merchant details'.

Merchant name	Merchant ID	Acquirer	Status
<input type="checkbox"/> Test Merchant	123456789012345		ENABLED
<input type="checkbox"/> Test Merchant Three	123456789036789		ENABLED
<input type="checkbox"/> 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.