ACCOUNT USERS SETUP
ADD / DELETE / CHANGE

MID Account #s: 1 [   ] 2 [   ] 3 [   ]

MID Account Names: 1 [   ] 2 [   ] 3 [   ]

User accounts must be setup for your staff to allow processing of transactions and/or access to the account for reports, etc. Users are set up individually with tailored privileges. For example, we can setup someone who can submit transactions and view reports, but not issue refunds or charge backs. Conversely, we can setup a user who only can issue refunds or charge backs.

Please complete the table below with User information entering an X indicating if you are adding or deleting a User and in any Privileges column you want each User to have access to, if applicable.

VIRTUAL MERCHANT/CONVERGE:

ADD (X)	DELETE (X)	USER NAME	UofL USER ID (ULINK ID)	SUBMIT TRANS-ACTION	SUBMIT BATCH	ISSUE REFUND	AUTHORIZE CHARGE BACK	REPORT VIEWING

MERCHANT CONNECT:

ADD (X)	DELETE (X)	USER NAME	UofL USER ID (ULINK ID)

PLEASE EMAIL THIS COMPLETED FORM TO TREASURY MANAGEMENT AT TREASMGT@louisville.edu .