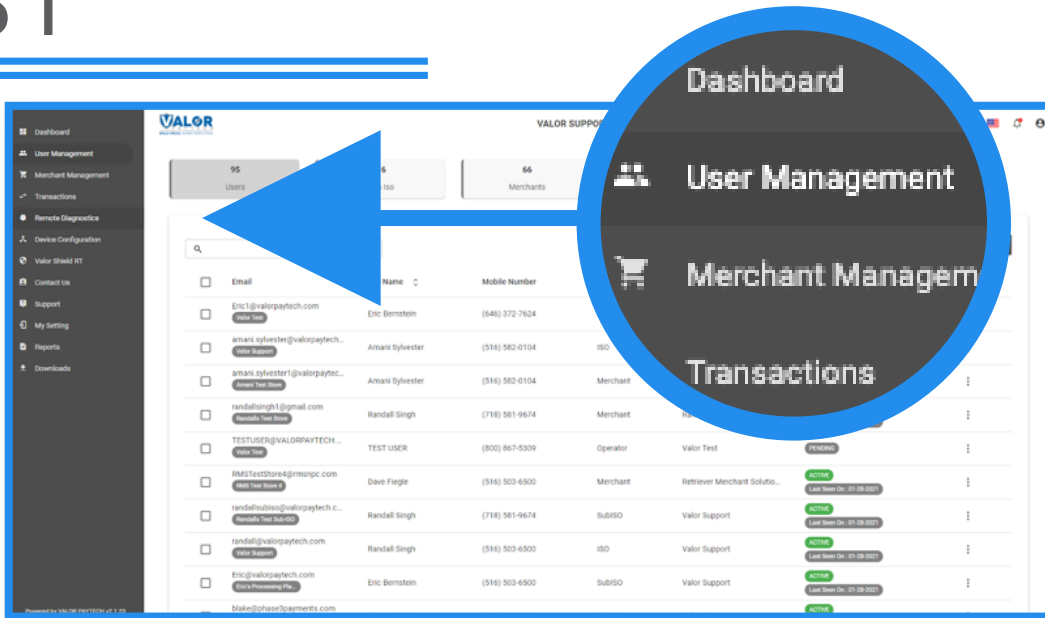


# Boarding a Sub-ISO/Sales Agent

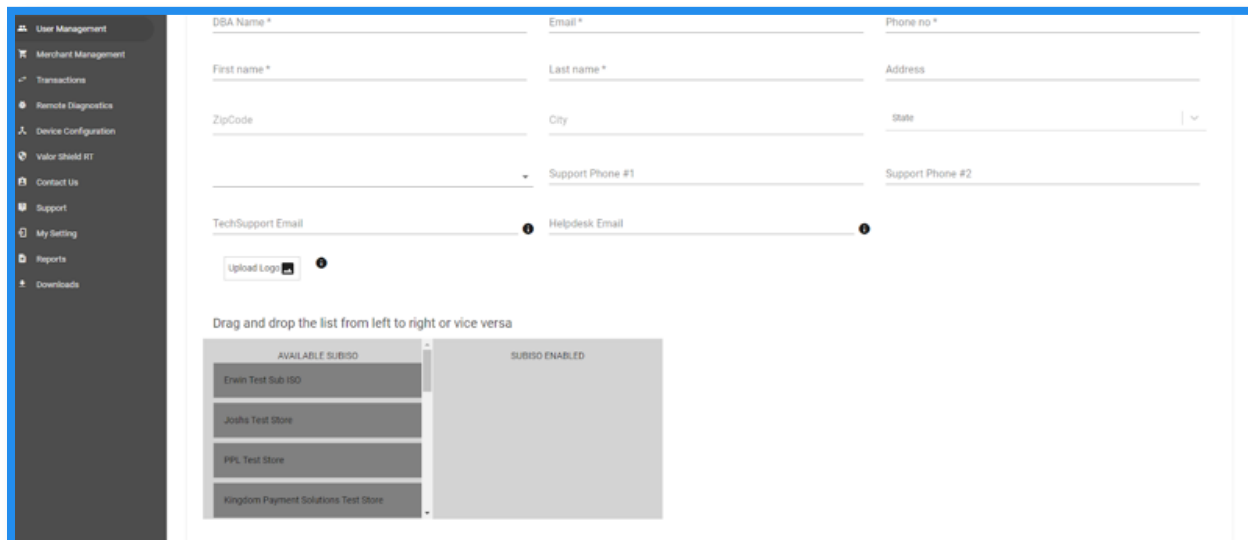


## Step 1



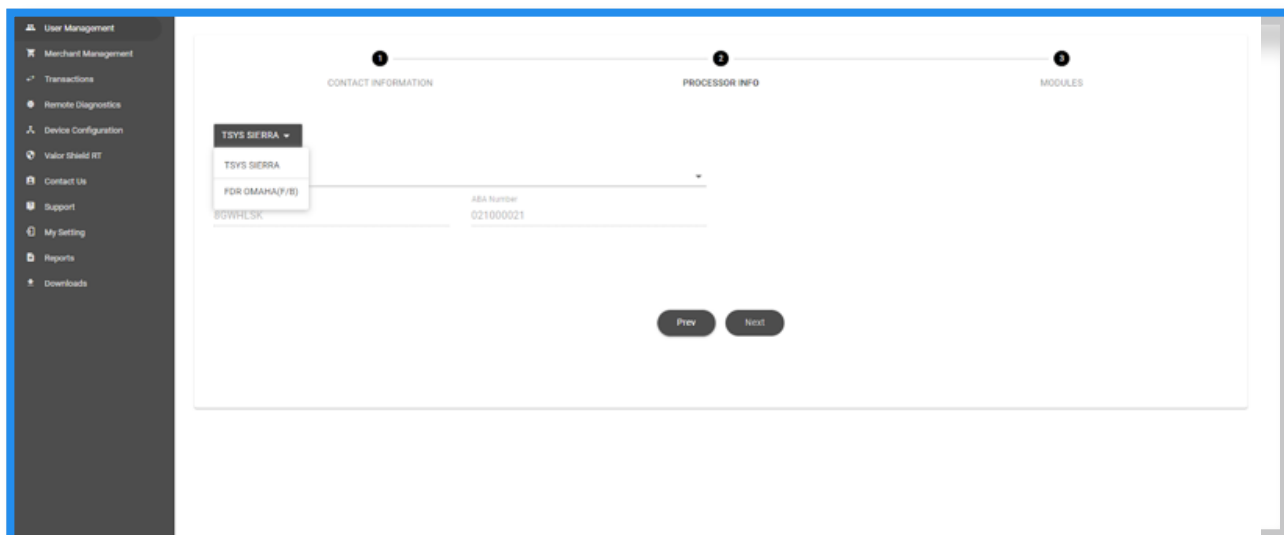
Select **User Management** in the sidebar menu. Here you have control over all accounts associated with your ISO. You can delete, deactivate and reactivate, edit accounts and export all data.

## Step 2



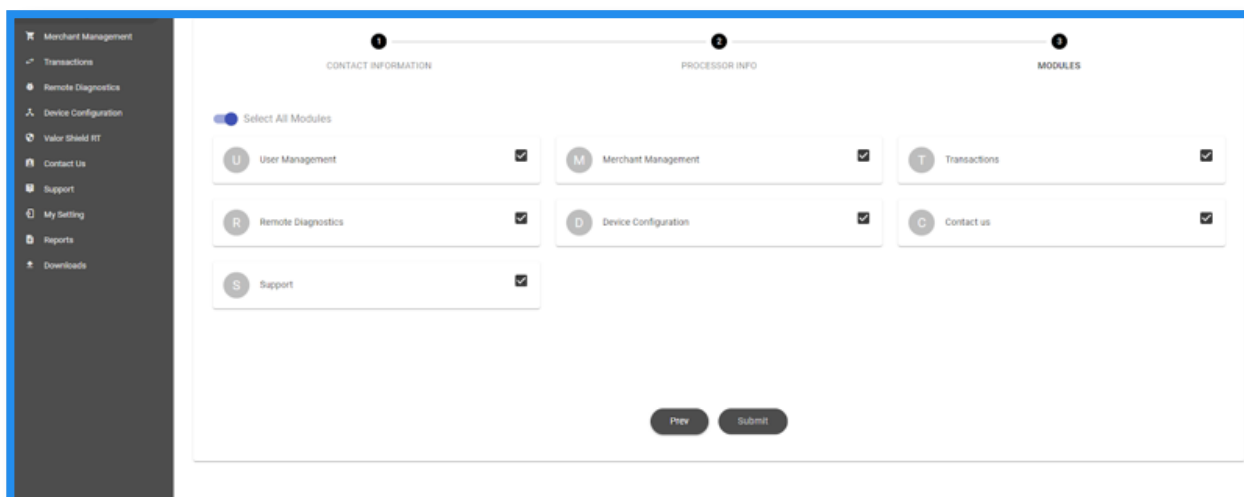
Enter in the Sub-ISO's information. Drag other Sub-ISOs and sub-agents that work under the newly created ISO into the dialog box below to gain access to their merchant profiles. Once completed, click Next.

# Step 3



Select the BINs you want to give access to for their boardings and select next.

# Step 4



Select the Modules you want the Sub-ISO to have access to. A sub ISO should have all access to their portal so select all. Once completed, click Submit, and an email and text will be sent to the email address and phone number used for the account to create their password.