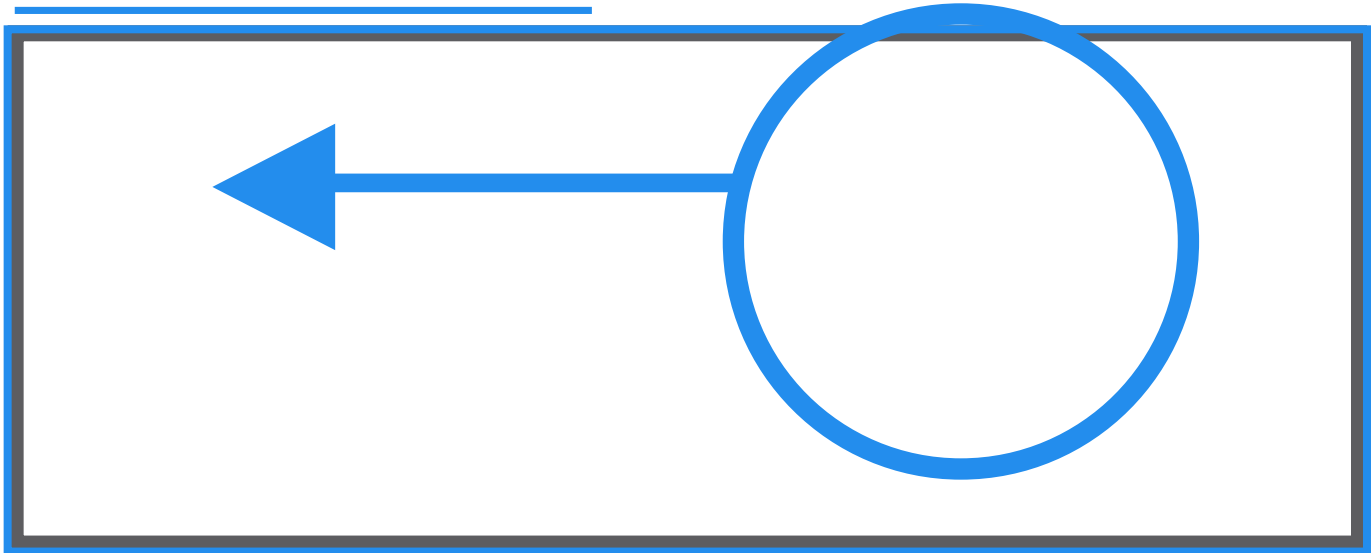


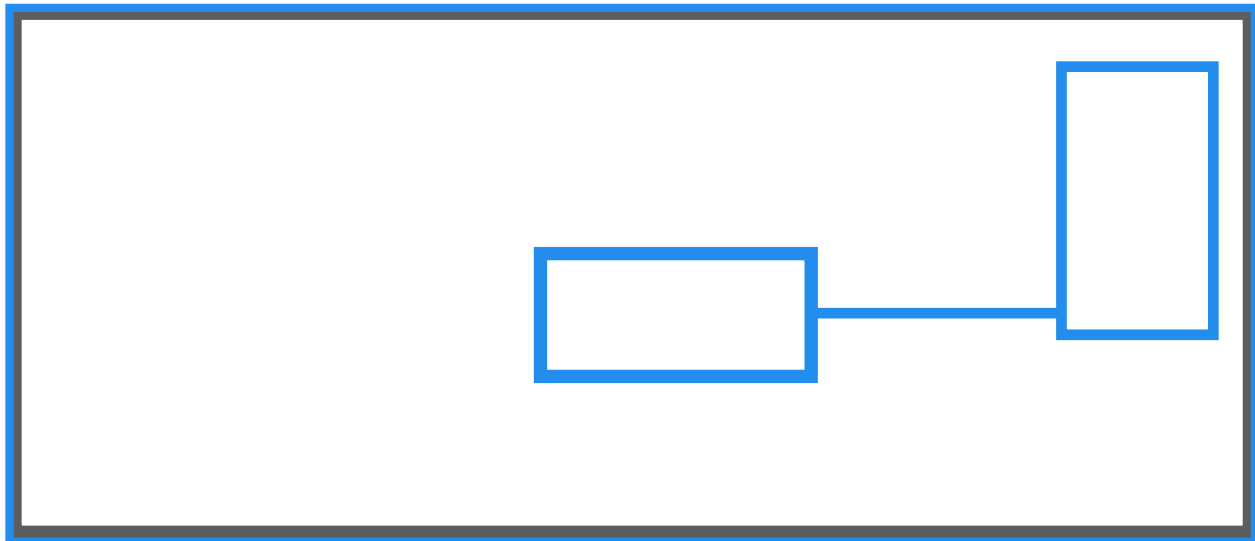
# Re-Assign a Merchant to a New Sub ISO

## Step 1



When you log into the portal, select User Management in the Sidebar on the left side of your screen.

## Step 2



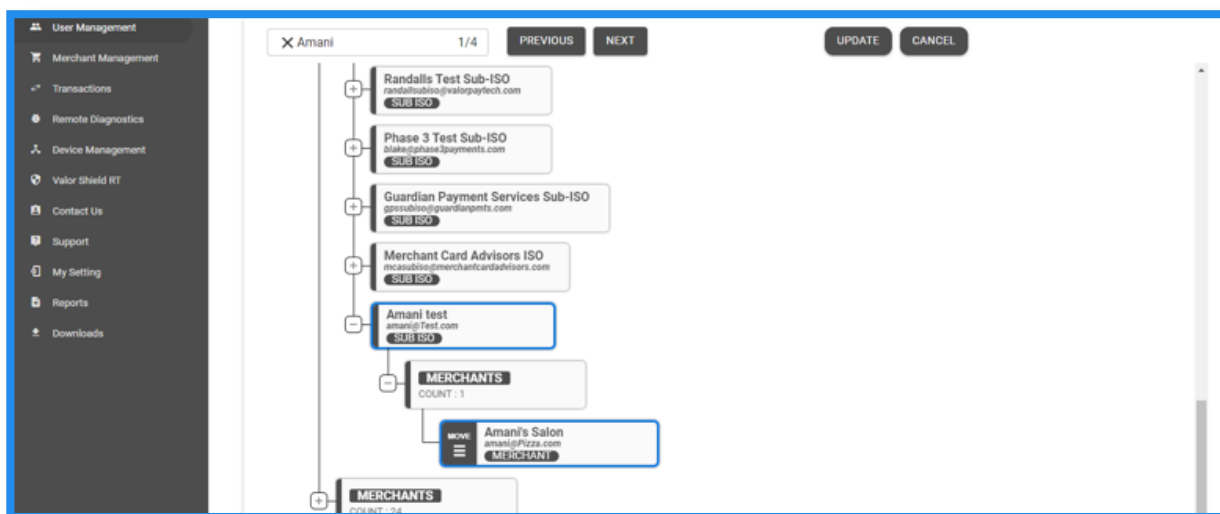
Select the Action Tab on the upper right hand corner of your screen.  
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# Step 3



This will show you the hierarchy of your ISO. You are able to search and move merchants from one Sub-ISO to another. If you know the owner of the merchant, you can scroll down to the Sub-ISO/Agent, expand their list and locate the merchant. If you do not know the owner of the merchant, type the merchant's name in the search bar. The system will show a full list of all merchants under the same owner, highlighting the searched merchant.

# Step 4



To move the merchant, simply click and hold the gray area labeled **MOVE** to the left of the merchant's name. You can then drag and drop the merchant into the correct ISO. The logo for the merchant will change once the merchant has been moved to another ISO.