How do I know which eCommerce access to request for a new user?

Tell Me

Only accesses that are specific to your merchant account are displayed on the eCommerce Access Request form. You will not be allowed to request accesses that do not correspond to your merchant account.

1. Consider the role that the employee will be fulfilling.
2. If they pull reports for the daily deposit for payment card transactions to the Cashiers, they will need at a minimum, ClientLine access and a payment gateway access (most likely that will be the TouchNet Payment Gateway).
3. If the person is only pulling data fields collected for uStores, they will only need TouchNet Marketplace access.
4. Limit accesses to the least number of individuals that are needed to accomplish the tasks for your merchant area.
5. See this FAQ to learn more about what eCommerce systems exist.

If you have questions regarding accesses, please email eCommerce@uncc.edu.

Related FAQs

- How do I know which eCommerce access to request for a new user?
- May I still submit the scanned or hard copy of the “EC-AR - Access Request to Reporting Systems?”
- How long does it take for the access request to be granted?
- What reports should be submitted with the Payment Book Receipt (“PBR”) for the daily deposit?
- When should an eCommerce Access Request eForm be submitted?