

# Merchant Tip of the Month

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Hey there! Happy 2019! Is it a good time to ask ...

Is your Authorized Users list current?

Merchant	Merchant Equipment	<b>Authorized Users</b>	Merchant Notes
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<b>Responsible Party*:</b>	Merchant Contact
<b>What to update:</b>	Authorized Users tab (located in M-Pathways FINPROD)
<b>Who to include:</b>	All authorized users**
<b>When to update:</b>	Ongoing, as authorized users change
<b>How to update:</b>	<a href="https://maisinc.umich.edu/mais/html/GL_CR_Deposit_Merchant.html">https://maisinc.umich.edu/mais/html/GL_CR_Deposit_Merchant.html</a> See lower portion of page, under “Merchant Information Page” heading.

\*<http://finance.umich.edu/treasury/merchant-services/merchant-contact-responsibilities>

\*\*authorized users: anyone who comes in contact with or handles cardholder data (i.e., the full 16-digit card #), or issues credit card refunds.

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Questions? Please contact Merchant Services at [merchantservices@umich.edu](mailto:merchantservices@umich.edu).