

# Branches

Last Modified on 08/19/2024 5:49 pm EDT

Each Merchant ID must be associated with one or more branches. Each branch must have a Merchant ID associated with it. Only one Merchant ID may be associated with a single branch.

Click on a Branch in the upper tier of the form, then in the lower tier, in the Merchant ID field, make the appropriate select from the drop-down list. When finished, click the Apply button to save. Repeat the same process for each of your branches.

**Note:** The token issued by Forte will always be associated with the merchant id under which it was created. For this reason, users may not change the branch on a customer to one which is associated with a different merchant id. If a customer needs to be changed to a branch associated with a different merchant id, a token conversion must be done by Forte and the assigned merchant id must be updated in your SedonaOffice database by a Bold Group data support specialist.

□

---