

# Personal account

The personal account provides merchants with a web interface for working with orders. A test personal account is located at <https://3dsec.sberbank.ru/mportal-uat/index.html>.

Regardless of the chosen connection method, you are given access to the [personal account](#) on the payment gateway server.

To enter your personal account, follow these steps.

1. In your browser open the [login page](#).
2. In the fields **Login** and **Password**, enter the username and password of the user account with suffix **-operator**.
3. Click on the **Sign in** button.

The personal account provides the following options for working with orders:

- [invoicing the buyer from the personal account](#);
- [completion of the order](#) (for two-phase payments);
- [order reversal](#);
- [refund of payment](#);
- [search and view orders](#);
- [search and view refunds](#).

Functions available in the personal account depend on the configured settings. If in doubt, please contact a Sberbank representative.