Add a New Store & Device to an Existing Merchant



Step 1

shboard	WARYIN .		VALOR SUPPOR		_
er Management	((((
erchant Management	40	12	60%	\$3,339,666	\$167,940,518
ansactions	Total Merchants	New Merchants (last 30 days)	Active Merchants (last 30 days)	Last Month (Total Volume)	Current Month (Total Volume)
mote Diagnostics					
wice Management					
lor Shield RT	□ <		Sort By 👻		Action -
ontact Us	Randali's 1	est Store Owned By R	andalls Test Sub-ISO		ACTIVE
pport					
y Setting	Randall Singh BoardedOn:11/2	randal 4/20 09:54 510.00	llsingh1@gmail.com	(718) 581-9674	\$105,: Edit
ports		Stored	Journe 1	DeviceGount: g	-* Transactions
wnloads					Valor Shield RT
	Michaels	Test Store Owned By V	alor Support		< Edit social media
	Micheal Grottan	micha	el.g@valorpaytech.com	(516) 503-6500	¢ Settings
	BoardedOn:01/0	6/21 09:18 Stored	Count: 1	DeviceCount: 3	O De-Activate
					Last Tx
	Valor Test	Owned By Eric's Proce	ssing Platform		 View audit log
					Delete
	Eric Bernstein	Eric1@	@valorpaytech.com	(646) 372-7624	\$878.56 wtb

Select **Merchant Management** in the sidebar menu. Using the search bar, find the merchant profile you want to add a new store to.

Step 2

		U		0
ons	Contact	Store	Device	Module
Nagnostics				
anagement		New Store		
eld RT		Randall's Test Store		
Us	Store* Randall's Test Store#3	Michaels Store		Email* randallsingh1@gmail.com
19	Phone * 718-591-0674	Address * 2626-2224 St		Zip Code*
	10 00 19014	5555 5514 51		11100
ownloads	ASTORIA	NY - New York	x ~	TimeZone * EST
	MCC Code	Ŧ		
	+ Add Store			

Select the Store tab at the top of the page, select the dropdown menu and click on **New Store**. Most of the information in this section will be taken from the **Contact** section. You will only be required to enter the MCC Code. When finished, select **Add Store** to continue to the Devices section.

NOTE: THE MCC CODE MUST MATCH THE SIC CODE FROM THE VAR SHEET. IF THEY DO NOT MATCH, THE MERCHANT WILL NOT BE ABLE TO PERFORM TRANSACTIONS.

Step 3

Merchant Management	0	0	0	0
* Transactions	Contact	Store	Device	Modules
Remote Diagnostics				
Device Management		New Device		
Valor Shield RT	Store *	Randalls		
Contact Us	Randall's Test Store	T Device2	Device *	*
Support	Device Type *	Device3	Label Name*	
] My Setting	bence type -		Devices	
Reports		Prev	Next	
. Downloads		_	_	

Select the dropdown menu and select **New Device**. Select the device type and your processor. Enter the VAR sheet information. Once complete, double check to make sure all information is correct. If anything is entered incorrectly, the merchant will get the **"Host Profile Not Configured Properly"** error message when they try to perform transactions. Once complete, select **Next**.

Step 4

Merchant Management	0	0	0	0
Remote Diagnostics	Contact	Store	Device	Modules
Device Management	Enable Merchant Portal Acc	:ess		
Valor Shield RT	U User Management	Transactions	virt	ual Terminal
Contact Us				
Support		-	-	-
My Setting	D Device Management	Engage My Cust	omers Pro	motions
Reports				
Downloads	Valor Shield RT	C Contact Us	М му	Tickets 🗹
		Prev Up	odate Merchant	

In your last step, select your **modules** you want the merchant to have access to. When done, select **Update Merchant.** Enter the EPI into the device and run a test transaction.



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