

Add a New Store & Device to an Existing Merchant



Step 1

Merchant Name	Owner	Contact Info	Device Count	Volume
Randall's Test Store	Owned By Randalls Test Sub-ISO	Randall Singh, randallsingh1@gmail.com, (718) 581-9674	3	\$105,000 (Last Month)
Michaels Test Store	Owned By Valor Support	Michael Grottano, michael.g@valorpaytech.com, (516) 503-6500	3	\$0 (Last Month)
Valor Test	Owned By Eric's Processing Platform	Eric Bernstein, Eric1@valorpaytech.com, (646) 372-7624	3	\$878.56 (Last Month)

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

Store | Contact | Device | Modules

New Store

Store*
Randall's Test Store#3

Phone*
718-581-9674

Address*
3636 33rd St

City*
ASTORIA

Zip Code*
11106

TimeZone*
EST

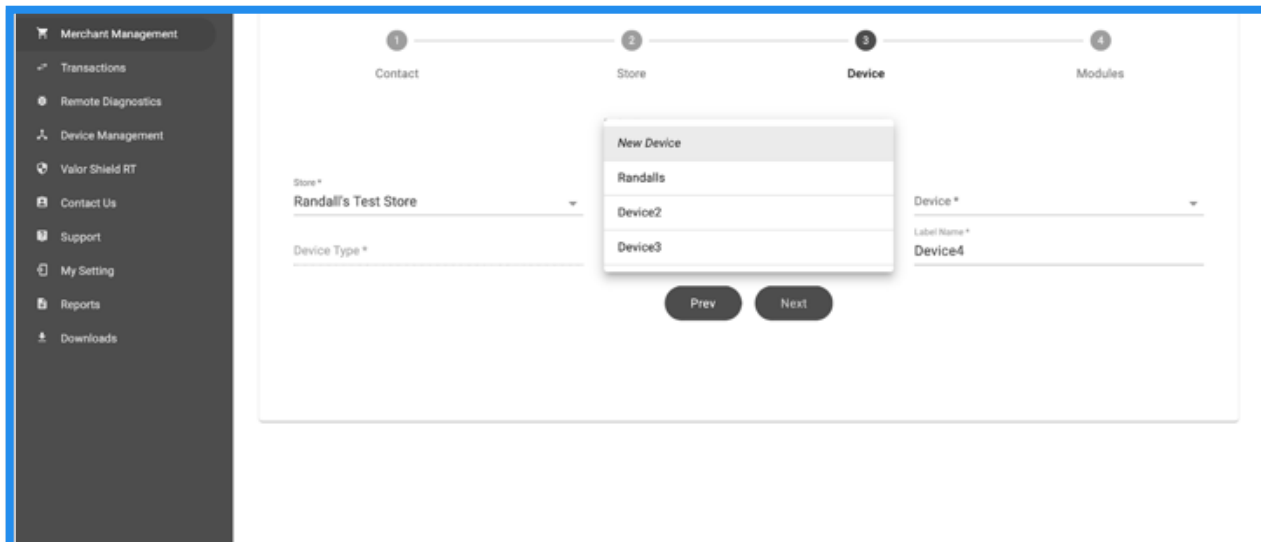
MCC Code

+ 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.

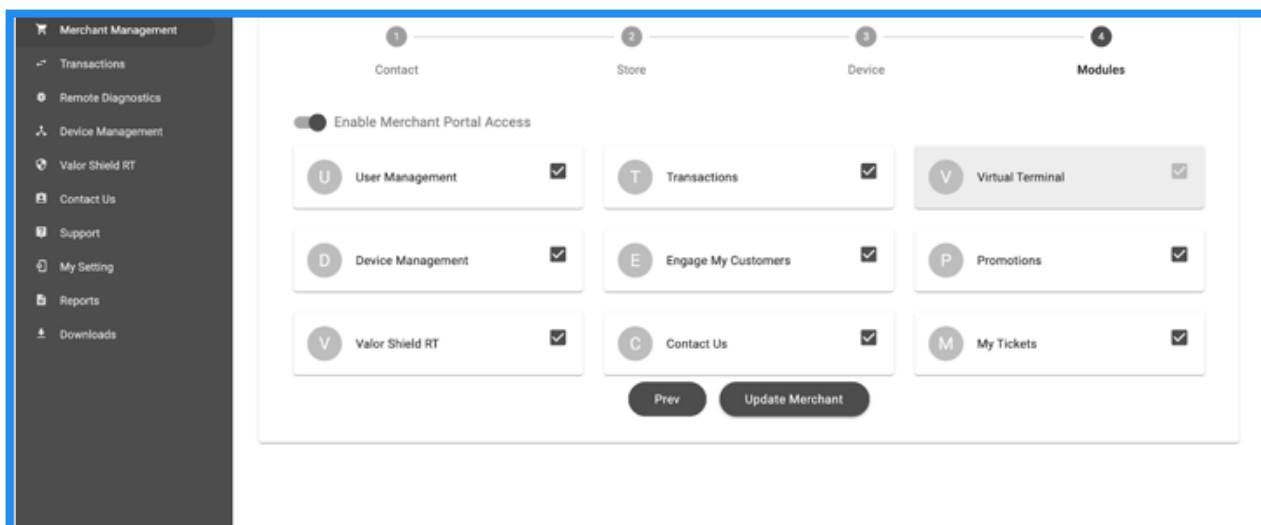
NOTE: THE MCC CODE MUST MATCH THE SIC CODE FROM THE VAR SHEET. IF THEY DO NOT MATCH, THE MERCHANT WILL NOT BE ABLE TO PERFORM TRANSACTIONS.

Step 3



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



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.