

Login to your account	
Email Password Remember Me Forgot Password SIGN IN	V

Go to www.online.valorpaytech.com and enter your login credentials.

Step 2



Once logged in, select **Merchant Management** from the sidebar menu.

Merchant Management	09 Total Merchants	30 97% iew Merchants (last 20 days) (last 20 days)	Last Month (Total Volume)	Curre (Tota	nt Month Volume)
Device Management Valor Shield HT	Q randalls	X Sort By +			Action +
Contact Us	Randalis Test Store Owned By	Randalls Test Sub-ISO			ACTIVE
My Setting Reports	Randall Singh Boarded0x:11/24/20 09:54	randallsingh1gigmail.com StoreCount: 1	(718) 581-9674 DeviceCount: 3	\$42,420,402.48 wm Last Tim Date: 02.05-2021	 Edit Transactions
Downloads	Randalls Test Store Owned By	Valor Support			 Valor Shield RT Edit social media
	Randall Singh BoardedOn:01/25/21 10:19	randallsingh2⊜gmail.com StoreCount: 1	(718) 581-9674 DeviceCount: 1	\$0.00 wm	Settings De-Activate
			Rows per	oage 25 = 1-2 of 2	∴ View Operators ⊖ View audit log
					Delete

Search the name of the merchant you want to add devices to. Once the merchant comes up, click on the ellipsis (:) on the top right, then click on **Edit.**

Step 4



Click on the Device icon on the top of the screen, then click on the drop down under **Device Name** and select **New Device.**

* NOTE: This guide can be used for a the VL100, VL110 and Virtual devices

Dashboard	VALOR	VALOR SUPPORT	r	= C O
User Management				
Merchant Management	0	0	0	0
Transactions	Contact	Store	Device	Modules
Remote Diagnostics		Device Name		
Device Management		New Device	•	
Valor Shield RT	Store *	(j) · ·		
Contact Us	Randalls Test Store	- 2103611376	VaforPos 100	
Support	Device Type *	Processor *	ValorPos 200	
My Setting			Virtual Terminal	
Reports		Her	ValorPos 110	
Downloads				

Click on the Device drop down and select the device type ValorPos 100, ValorPos 110, ValorPos 500 and Virtual device. Select the Processor drop down to assign the processor.

Step 6

Dashboard	LØR		VALO	R SUPPORT						¢ (
User Management										
Merchant Management	0		0		- 3 -			0		
* Transactions	Contact		Store		Device			Modules		
Remote Diagnostics										
Device Management			New Device		*					
Valor Shield RT	Store *		Eb! +			Device *				
Contact Us	test	•	2109900973			ValorPos 100				*
Support	Desktop POS		TSYS SIERRA		Ť	Device1				
My Setting										
Reports	CASH DISCOUNT/SURCHARGE	TRA	ADITIONAL	GIFT CARD						
Downloads		-					Ebt No			
	MID*	v#number*		Store no *						
	Term No *	Bin Number *		- Industry *		~	Agent Bank Number	r*		
	Chain *	Agent *		surcharge % *						
								1.444.04		
				Drow				+ xdd De	4106	
				Next						

Depending on which Processor is selected, different fields are shown and required. Enter the information from the VAR sheet, then click on Add Device on the bottom right of the screen.

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Merchant Management	0		0	0		0
Transactions	Contact		Store	Device		Modules
Remote Diagnostics	Enable Merchant Portal Access					
Device Management						
Valor Shield RT	U User Management		Transactions	~	Virtual Terminal	
Contact Us						
Support	Device Management	2	Engage My Customers	~	Promotions	5
Reports					-	
Downloada						
		≝ (Contact Us	⊻	My Tickets	×
– – – – – – – – – – – – – – – – – – –	odate Merchant		Update Merchant			

The Modules have already been set and would not be required to change when devices are added, you can click on Update Merchant to complete the process.

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