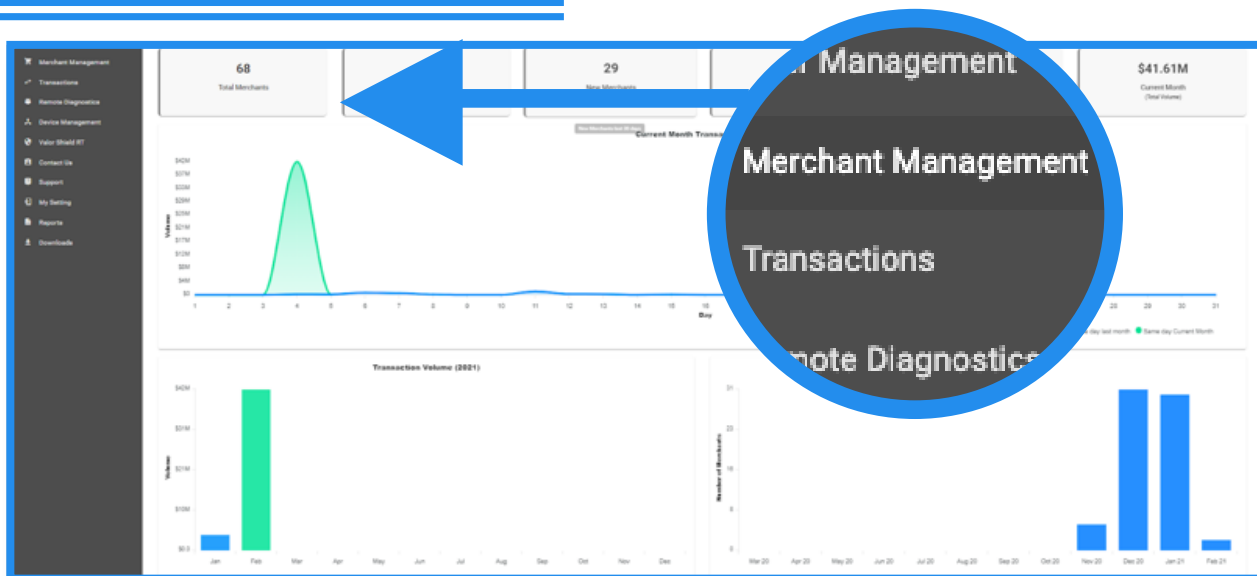*** NOTE: This guide can be used for a the VL100, VL110 and Virtual devices**

Step 1

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

Step 2

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

Step 3

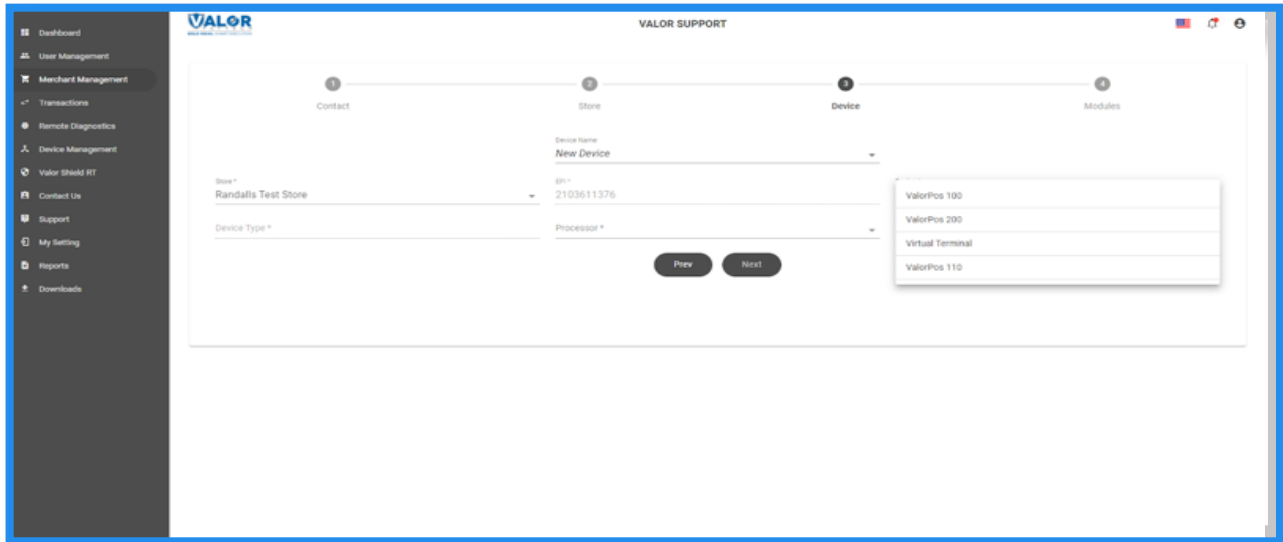Search the name of the merchant you want to add devices to. Once the merchant comes up, click on the ellipsis (:) on the top right, then click on **Edit.**

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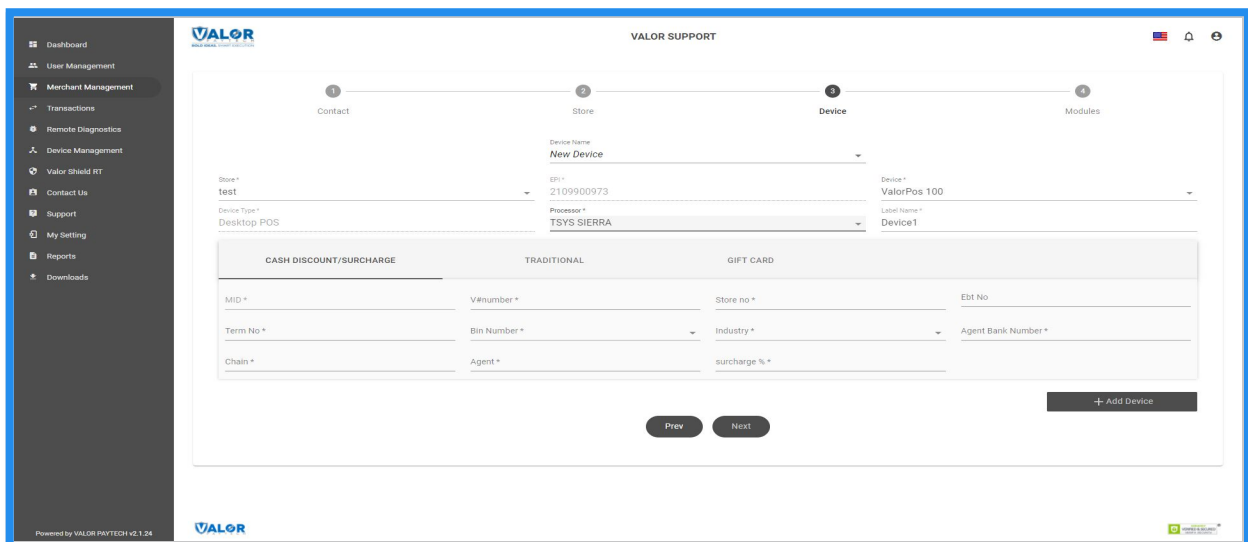
*** NOTE: This guide can be used for a the VL100, VL110 and Virtual devices**

Step 5

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.
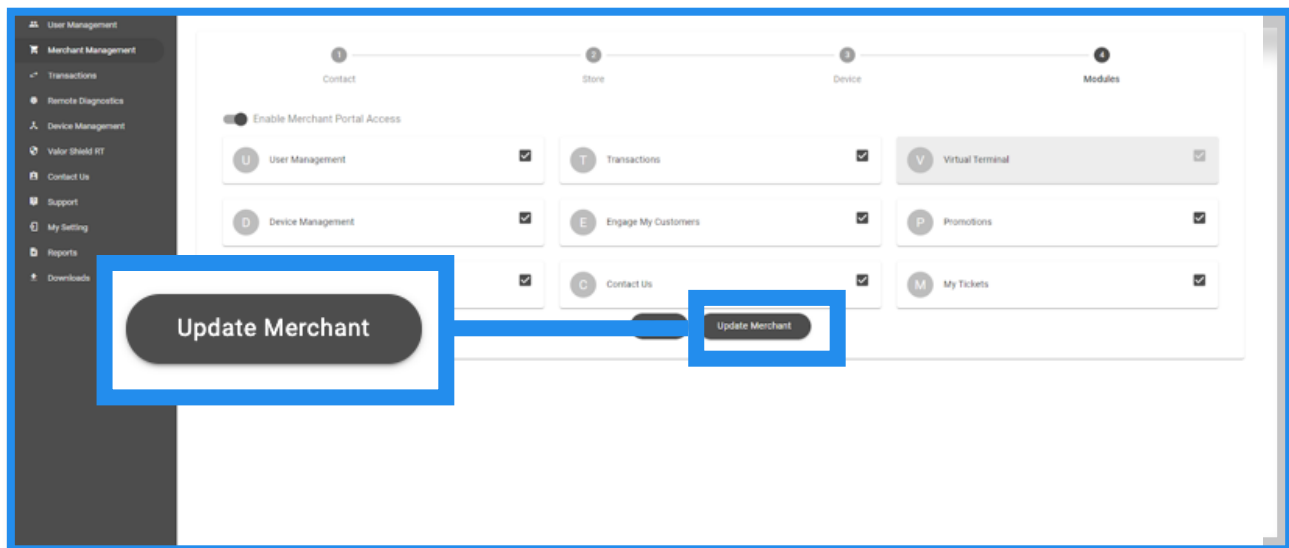
Step 6

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.

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

Step 7

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.

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