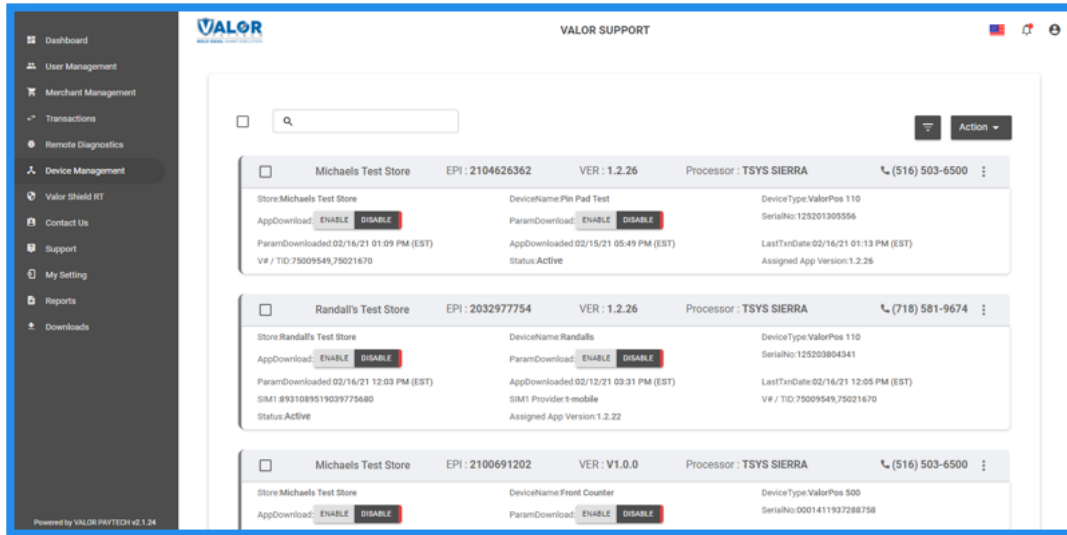


# Add Server/Clerk ID

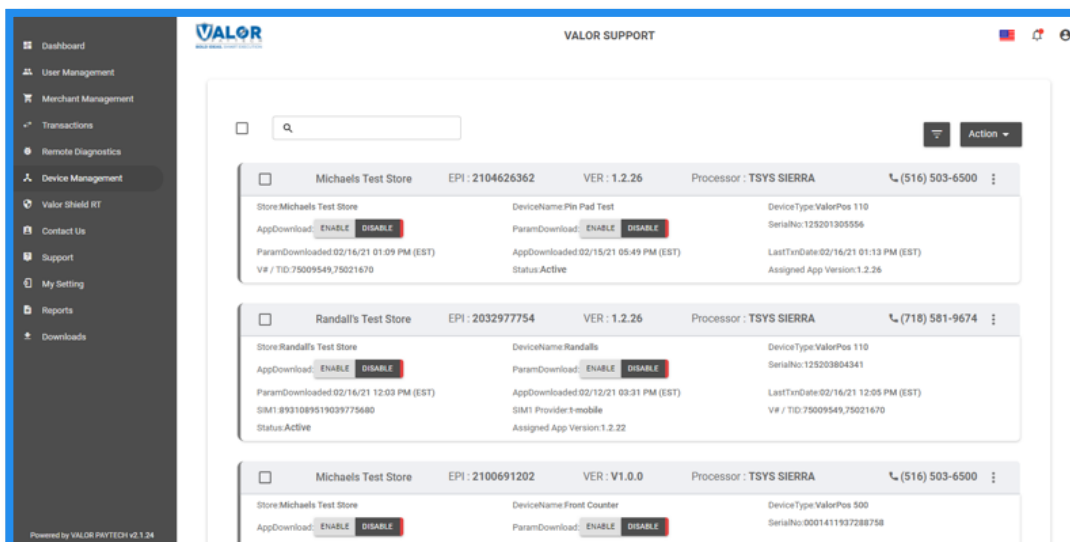


## Step 1



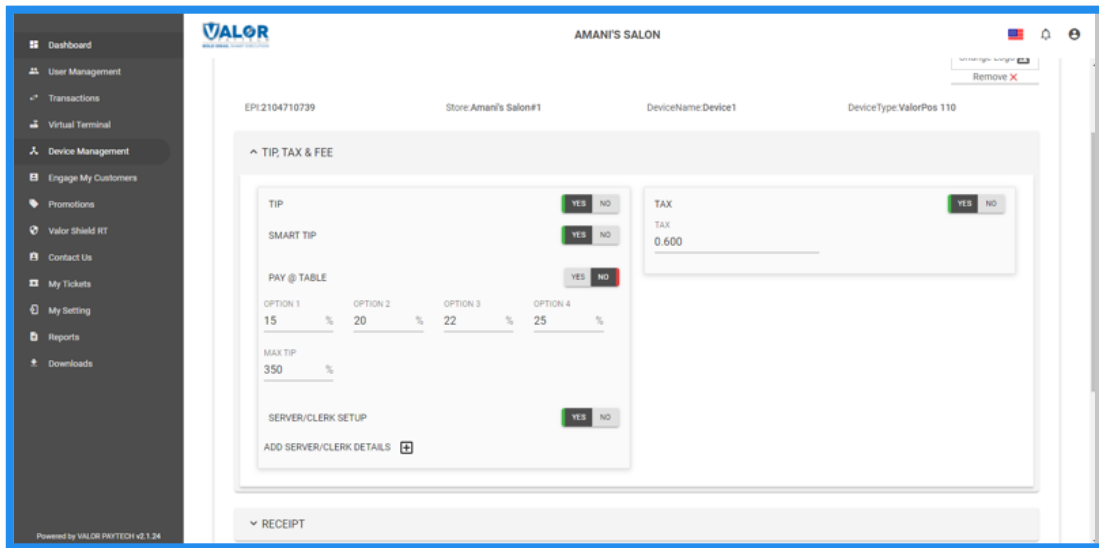
Log into the Merchant Portal and select **Device Management** from the sidebar menu.

## Step 2



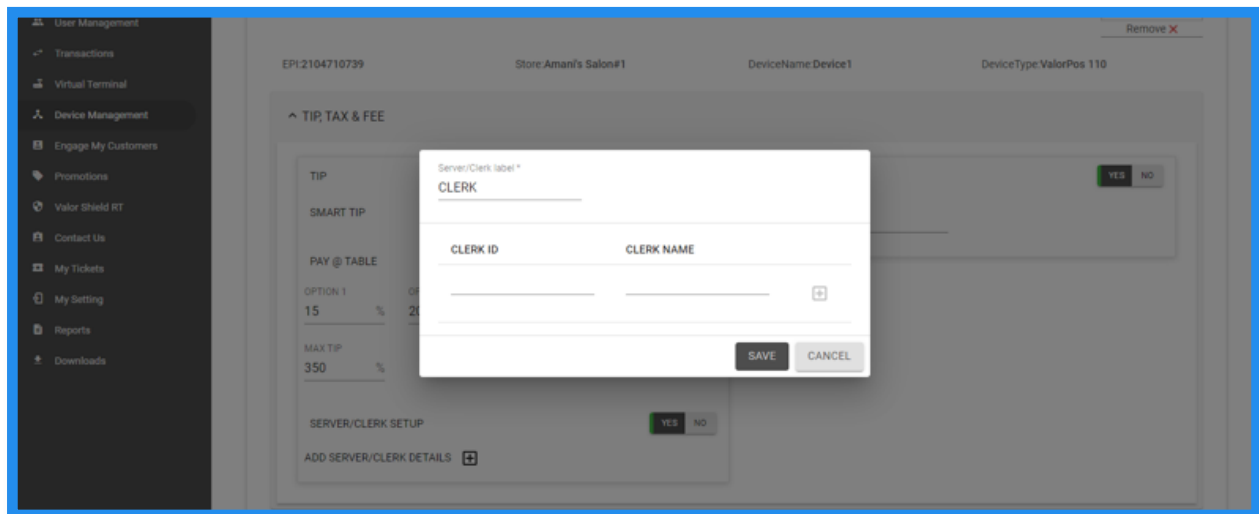
Select the ellipsis (: ) on the right hand side of the device snapshot and select **Edit Parameters**.

# Step 3



You must Enable Tips in the **Tip, Tax & Fee Section** to display the Server/Clerk Setup. Then **Enable Server/Clerk Setup** so you can add **Servers/Clerks** to your device.

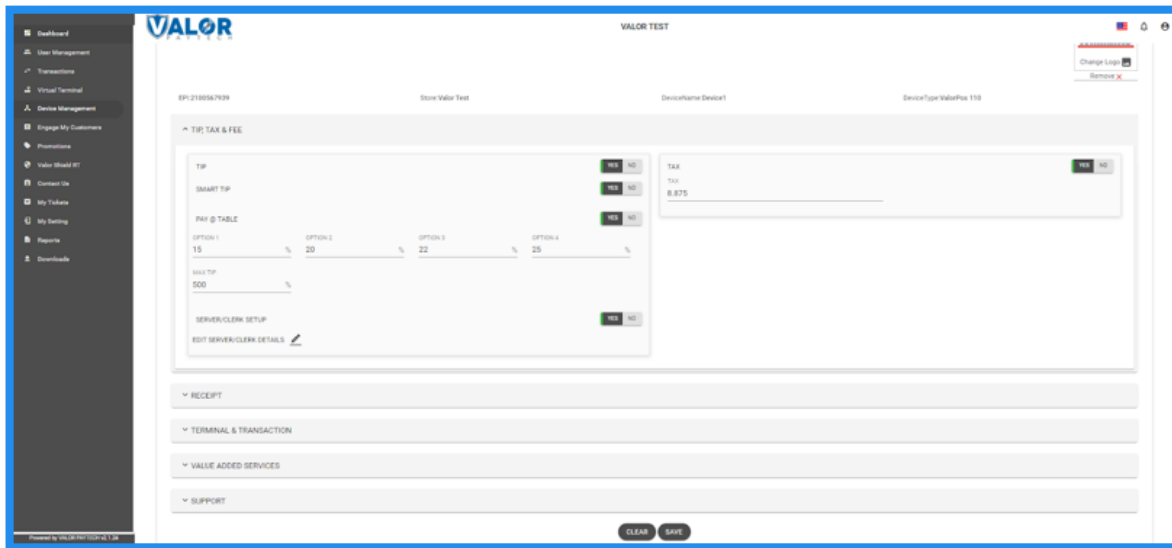
# Step 4



By selecting the **+** next to **Add Server Clerk Details** a window will appear allowing you to:

1. Change the Title from Clerk to any other title you choose
2. Add clerks by entering a 3 digit code under Clerk ID and type their name (6 letter max) under clerk name. By pressing + you can additional clerks, and once you are done press the save button.

# Step 5



Once you have completed your updates press save at the bottom of the parameter screen to save your parameter changes.

# Step 6



To update your terminal a you must initiate a parameter download. To do so, locate the associated device and press the ★ key in the lower left hand corner on your touch screen, then **press 6** on your screen or keypad, and press the green ok button on screen or keypad to download the update.