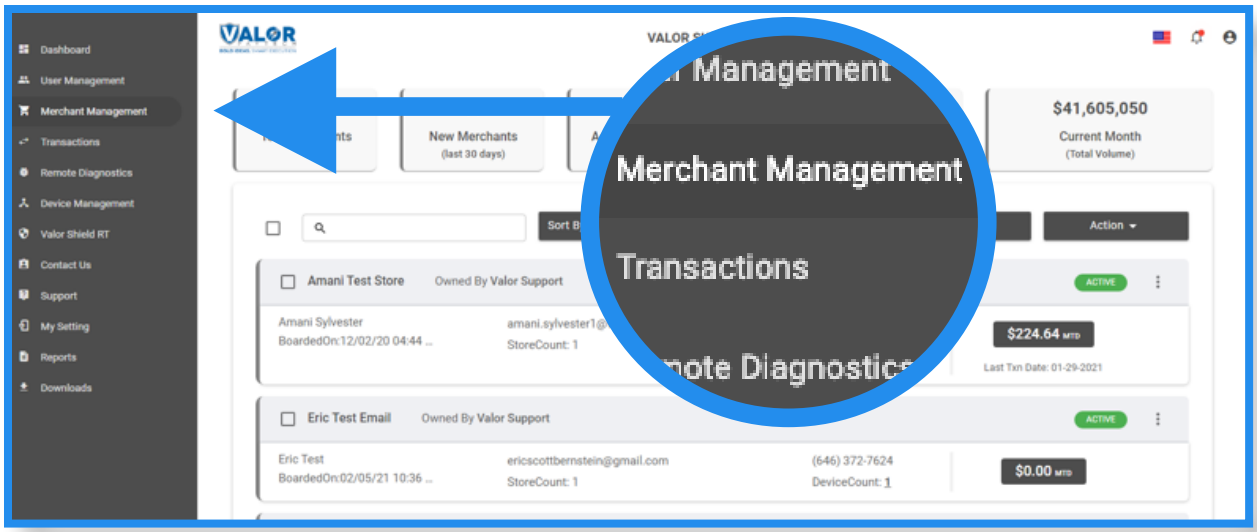
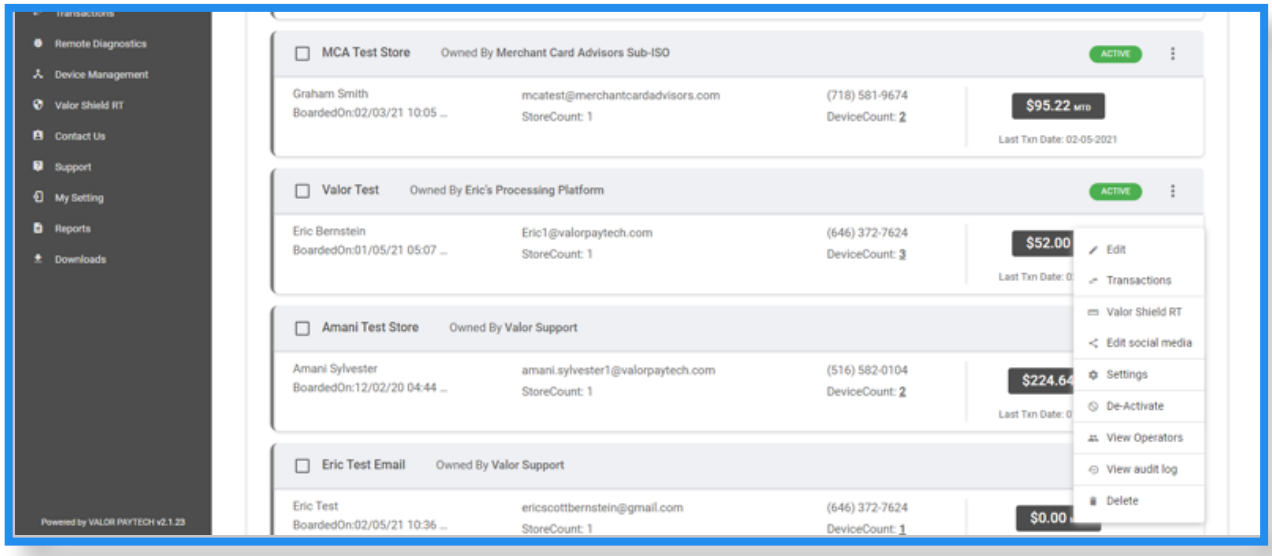
Adding EBT to New and Existing Accounts

Step 1



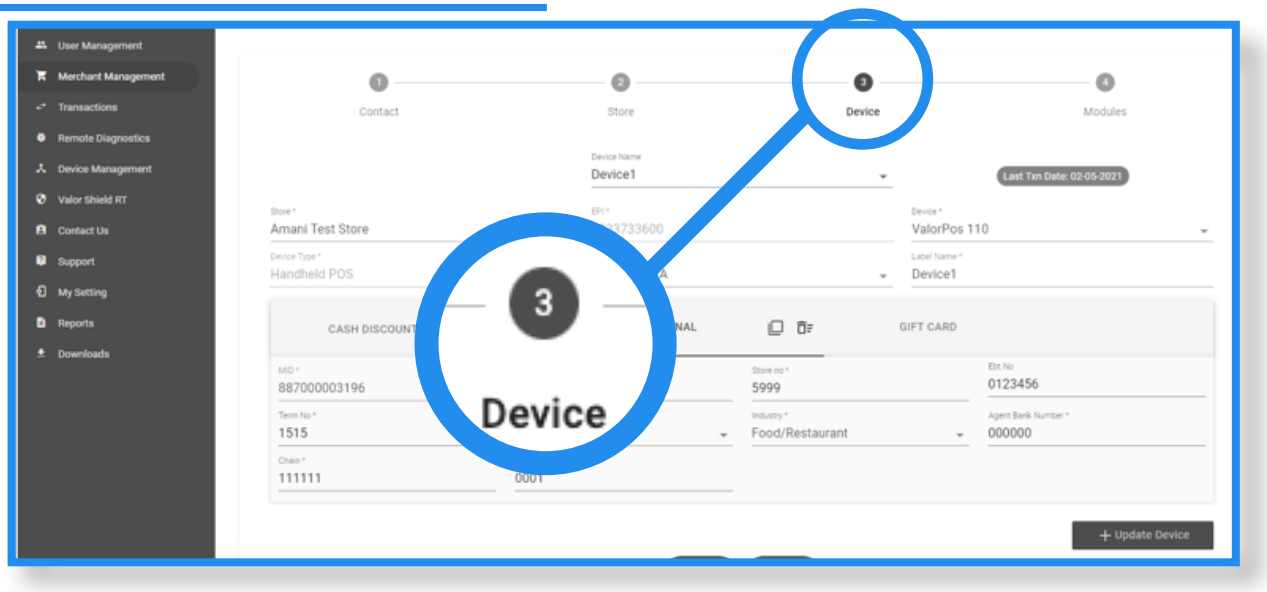
Select **Merchant Management** on the sidebar.

Step 2



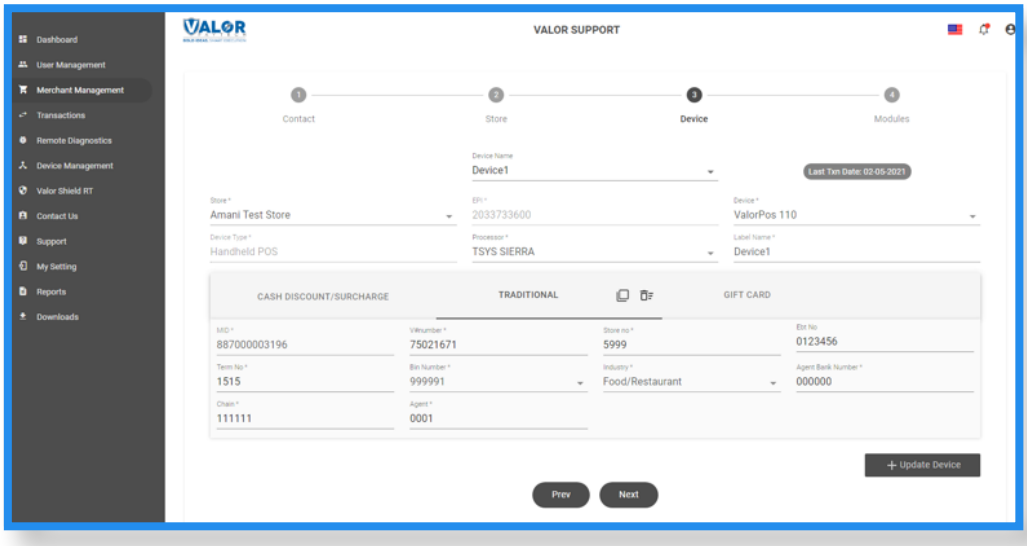
Locate the Merchant Snapshot that you are looking to add EBT too and select the **ellipsis** (⋮) on the top right and select **Edit** from the dropdown menu.

Step 3



Select **Device** (3) at the top of the page.

Step 4



Enter the EBT number in the EBT feild. After you have entered your EBT number, select **Next** and then **Update Merchant** to save the changes. This process does NOT require a partial download.