Adding Operators in the Portal



Step 1

| Dashboard | RANDALL | | | RANDALL | S TEST STORE | | | - |
|----------------------|---------|---|----------------------|----------------|--------------|---------------------|-----------------------------|--------|
| User Management | (| | | | | Dasi | hboard | |
| Transactions | | 6 Liters | | | | | | |
| Virtual Terminal | | | | | | / | | |
| Device Configuration | | | | | | | | |
| Engage My Customers | Q, | | | | | 💑 User | r Manadem | ent 🔽 |
| Promotions | | | | | | | | |
| /alor Shield RT | | Email | Full Name 🔅 | Mobile Number | User Ty | | | |
| Contact Us | | randallsing1@gmail.com | Randall Singh | (718) 581-9674 | Operator | | | |
| dy Tickets | | | | | | 🗄 Mer | chant Mana | agem – |
| ly Setting | | Randalla Test Store | MUZAMIL OPS | (904) 290-0550 | Operator | | | |
| leports | | michael@randailteststore.com | Michael Grottano | (516) 503-6500 | Operator | | | |
| kownikoads | | Randalis Test Store | | (210) 552 6555 | operation | | a a a film a sa | |
| | | muzamilidroos+4@gmail.com Randala Yest Store | MUZAMI IDROOS OPEART | (646) 291-6211 | Operator | Iran | isactions | i - |
| | | muzamilidroos+3@yandex.com Geodela Iour | MUZAMIL OPS | (516) 503-6500 | Operator | Randalls Test | | I |
| | | muzamilidroos+5@gmail.com Recolls Text Store | RANDALL OPERATOR | (718) 581-9674 | Operator | Randails Test Store | ACTIVE | 1 |
| | | | | | | | Rows per page 25 = 1-6 of 6 | 14 4 5 |

Select **User Management** in the sidebar menu. This will show you all of the users associated with your merchant account.

Step 2

| Transactions | | 6 | | | | | |
|----------------------|---|--|-----------------------|------------|---------------------|-------------------------------------|-----------|
| Virtual Terminal | | lows | | | | | |
| Device Configuration | | Add 🔫 | | | | | |
| Engage My Customers | 9 | | | | | Add 🕶 | Action + |
| Promotions | | | | ilear Tona | Add | perator | Artiss |
| Valor sheet in | | Add Operato | r | user type | Owned t | 20100 V | ACTO |
| My Tickets | | | -9674 | Operator | Randalls Test Store | Active Last Seen On : 01-27-2021 | 1 |
| My Setting | | Rentals Test Dave | (104) 210-0550 | Operator | Randalls Test Store | ACTIN | i |
| Reports | | michael@randaliteststore.com Rendels Text Down | (516) 503-6500 | Operator | Randalls Test Store | | 1 |
| Downloada | | muzamilidroos+4@gmail.com Rected text love MUZAMI IDROOS | OPEART (646) 291-6211 | Operator | Randalls Test Store | ACTIVE | ı |
| | | muzamilidroos+3@yandex.com Resents Text Ecore MUZAMIL OPS | (516) 503-6500 | Operator | Randalls Test Store | ACTIVE | 1 |
| | | muzamilidroos+S@gmail.com RANDALL OPERAT | TOR (718) 581-9674 | Operator | Randalls Test Store | ACTINE | : |
| | | | | | | tows per page 25 ≠ 1-6 of 6 | IC < > >I |

Click on the Add dropdown and select Add Operator

Step 3

| * Transactions | 0 | | 0 |
|------------------------|---------------------|------------|--------------|
| 5 Virtual Terminal | CONTACT INFORMATION | | MODULES |
| A Device Configuration | | | |
| Engage My Customers | | | |
| Promotions Ema | 11 * | Phone no * | First name * |
| Valor Shield RT | | | |
| Contact Us | name * | | - |
| My Tickets | | | |
| 8 My Setting | | _ | |
| B Reports | | Next | |
| t Downloads | | | |
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You will need to enter basic information pertaining to the user, i.e., email address, phone number, and first and last names. Once entered, click on **Next**.

Step 4

| Transactions | | 0 | | | | |
|----------------------|---------------------------------|---------------------|---------------------|---|--------------------------|---|
| Virtual Terminal | | CONTACT INFORMATION | | | MODULES | |
| Device Configuration | | | | | | |
| Engage My Customers | Contemporary Select All Modules | | | | | |
| Promotions | | | | - | | - |
| Valor Shield RT | Transactions | ₩ (B) | Engage My Customers | ~ | P Promotions | ~ |
| Contact Us | | | | | | |
| My Tickets | C Contact us | ☑ 🕥 | My Tickets | ~ | Virtual Terminal | ¥ |
| My Setting | | | | | Features | |
| Reports | | | | | Allow Refund transaction | 2 |
| Downloads | | | | | | _ |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | | | Prev Submit | | | |
| | | | | | | |
| | | | | | | |

Select the **Modules** you want the operator to have access to, then click **Submit**. They will receive an email and text message with a link to create their password. Once created, they can log into their operator account by navigating to <u>https://online.valorpaytech.com/signin.</u>



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