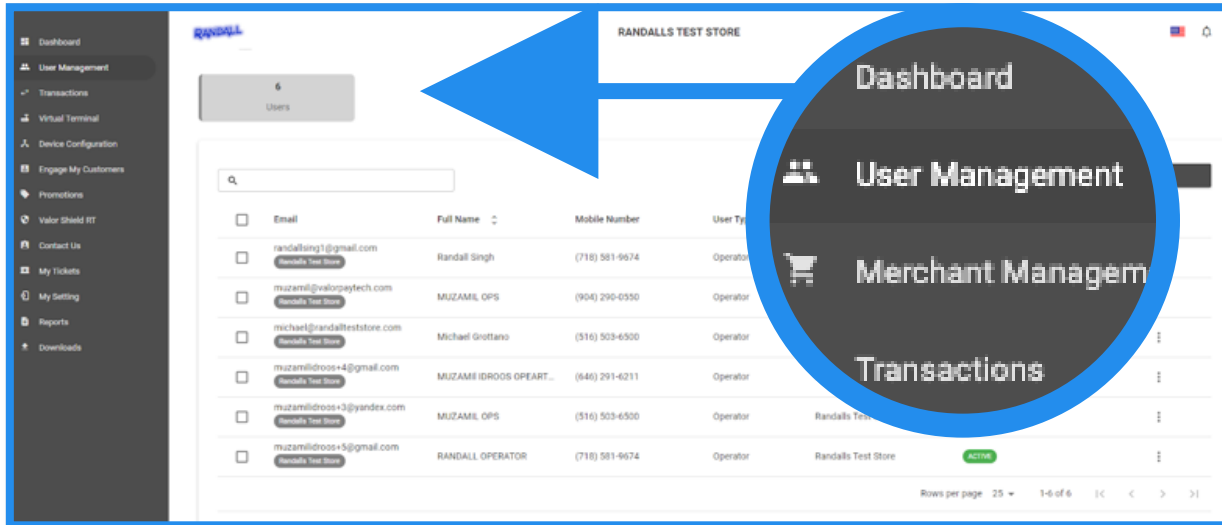


Adding Operators in the Portal

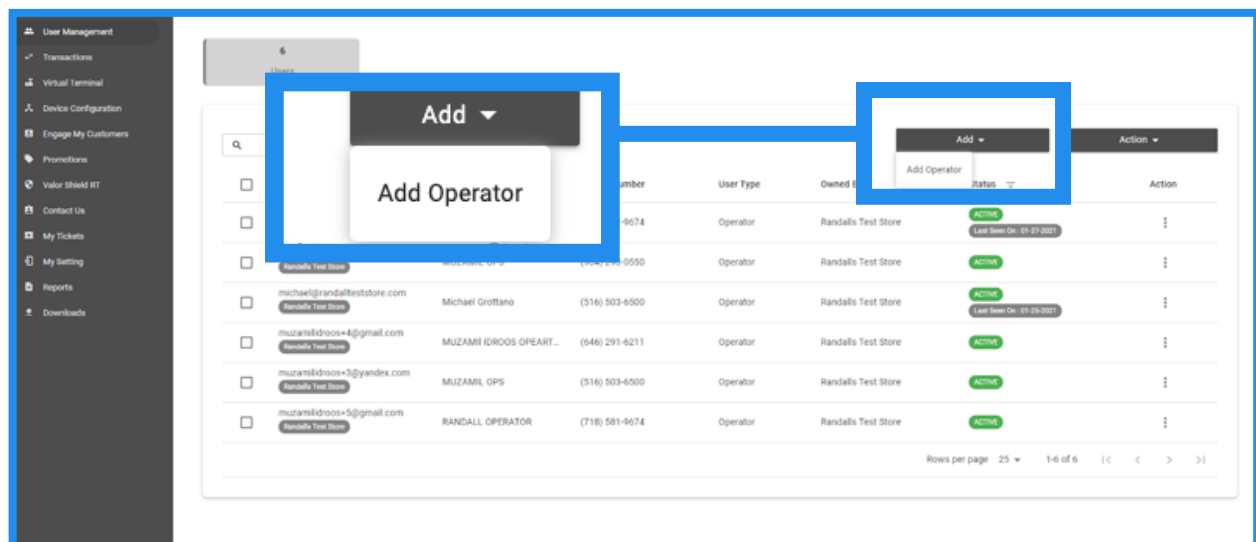


Step 1



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

Step 2



Click on the **Add** dropdown and select **Add Operator**

Step 3

The screenshot shows a web interface for user management. On the left is a dark sidebar with a menu containing: User Management, Transactions, Virtual Terminal, Device Configuration, Engage My Customers, Promotions, Valor Shield RT, Contact Us, My Tickets, My Setting, Reports, and Downloads. The main content area is titled 'CONTACT INFORMATION' and 'MODULES'. It contains a form with the following fields: 'Email *', 'Phone no *', 'First name *', and 'Last name *'. A 'Next' button is centered below the form.

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

The screenshot shows the 'MODULES' section of the user management interface. It features a 'Select All Modules' toggle switch which is currently turned on. Below this are several module selection cards, each with a letter icon and a checkbox: 'T Transactions', 'E Engage My Customers', 'P Promotions', 'C Contact us', 'M My Tickets', and 'V Virtual Terminal'. All checkboxes are checked. There is also a 'Features' section with a checkbox for 'Allow Refund transaction', which is also checked. At the bottom of the form are 'Prev' and 'Submit' buttons.

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 <https://online.valorpaytech.com/signin>.