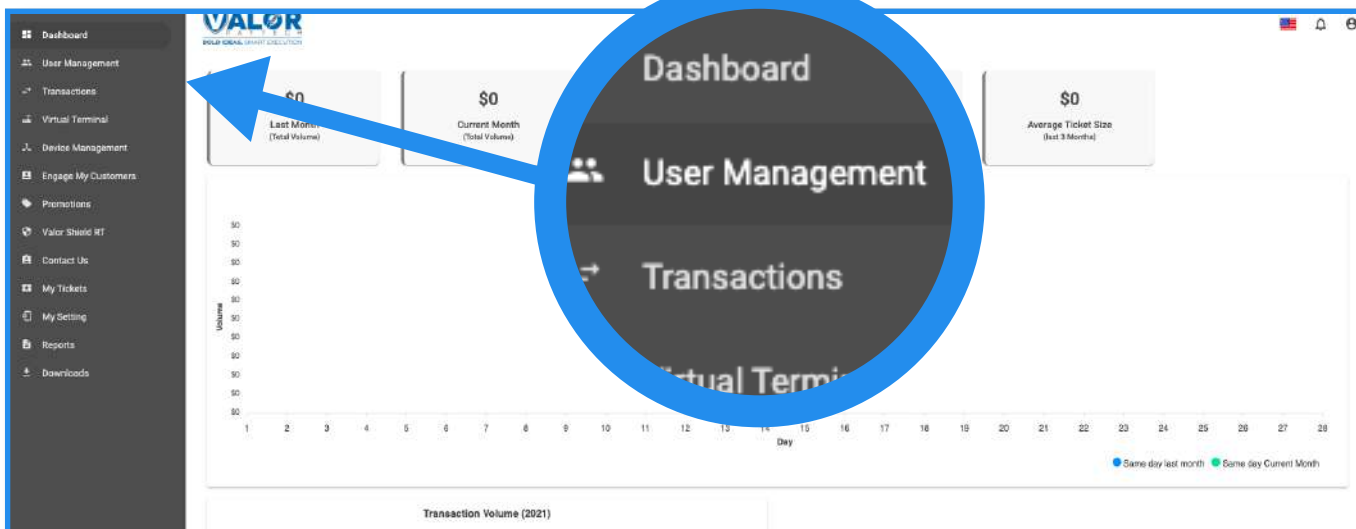


Adding Operators in the Portal

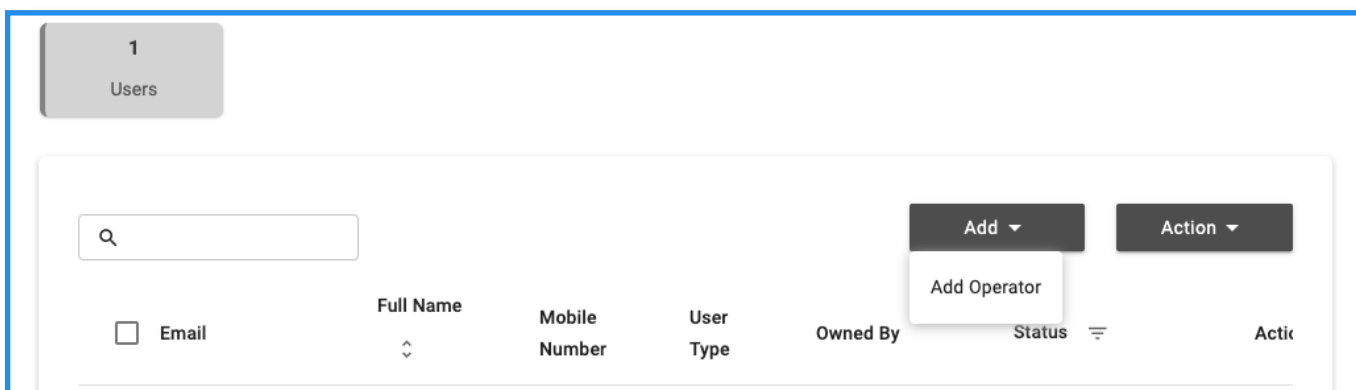


Step 1



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

Step 2



Click on **Add** and select **Add Operator**.

Step 3

1 CONTACT INFORMATION

2 MODULES

Email *
myname@email.com

Phone no *
555-555-5555

First name *
Derek

Last name *
Samuel

Merchant Operator

Next

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

1 CONTACT INFORMATION

2 MODULES

Select All Modules

T Transactions

E Engage My Customers

P Promotions

C Contact us

M My Tickets

V Virtual Terminal

Features

Allow Refund transaction

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