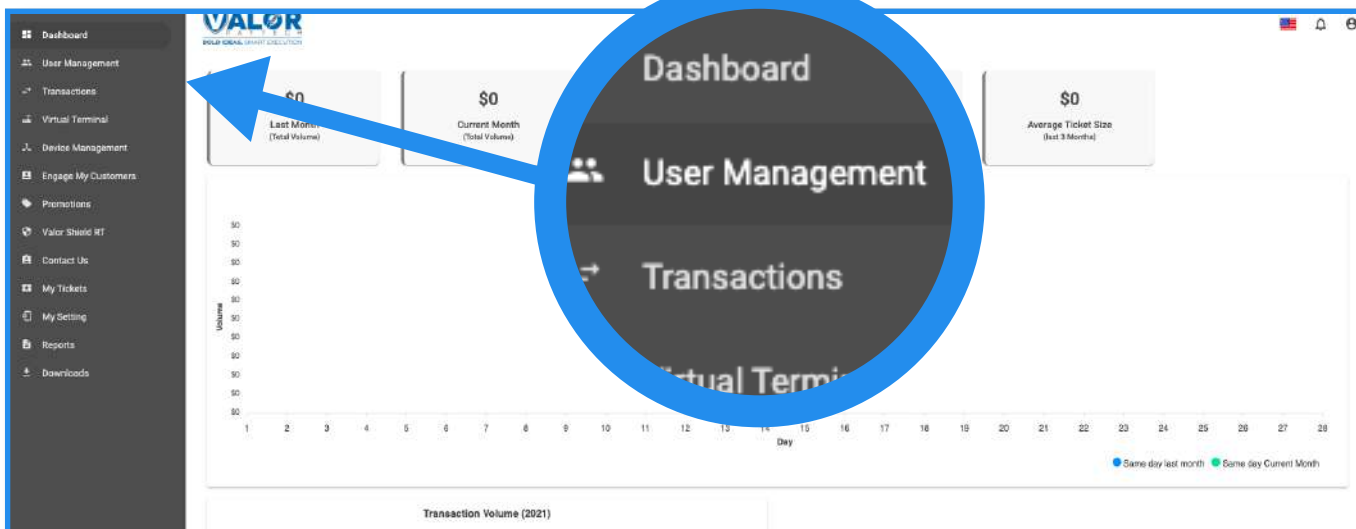# Adding Operators in the Portal
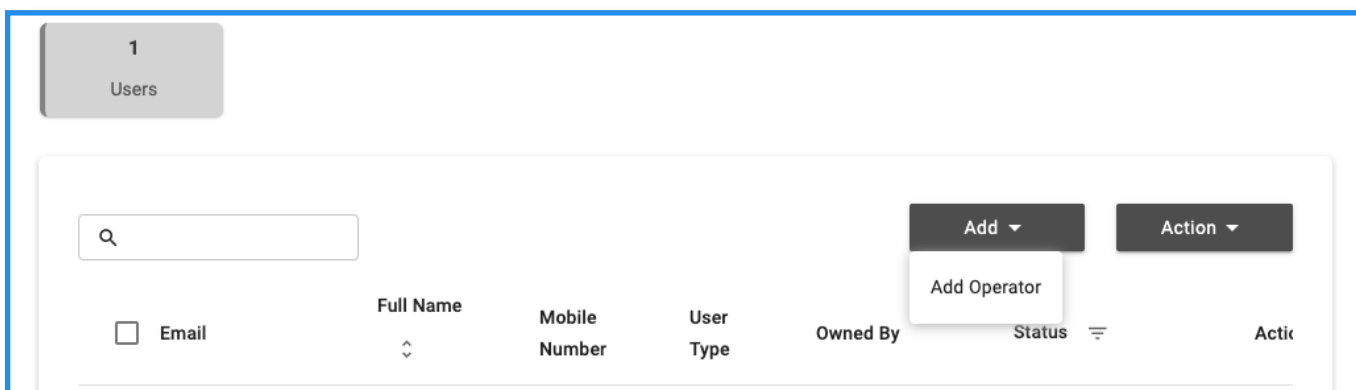
## Step 1



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



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



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