



Adding Users to your Account

Step 1

The screenshot shows the VALOR SUPPORT dashboard. The top navigation bar has tabs for Users (16), Sub Iso (16), Merchants (66), Operators (10), and Internal User (3). A blue arrow points to the 'Users' tab. Below the navigation bar is a search bar and an 'Add' button. The main content area is a table of users with columns for Email, Full Name, Mobile Number, User Type, Owned By, Status, and Action.

Email	Full Name	Mobile Number	User Type	Owned By	Status	Action
amani.sylvester1@valorpaytec...	Amani Sylvester	(514) 582-0104	Merchant	Valor Support	ACTIVE	⋮
amani.sylvester@valorpaytec...	Amani Sylvester	(514) 582-0104	ISO	Valor Support	ACTIVE	⋮
eric1@valorpaytech.com	Eric Bernstein	(946) 372-7624	Merchant	Eric's Processing Platform	ACTIVE	⋮
randallsingh1@gmail.com	Randall Singh	(718) 581-9674	Merchant	Randalls Test Sub-ISO	ACTIVE	⋮
TESTUSER@VALORPAYTECH...	TEST USER	(800) 867-5309	Operator	Valor Test	PENDING	⋮
RMS1TestStore4@rmonpc.com	Dave Fiegle	(514) 503-4500	Merchant	Retriever Merchant Solutio...	ACTIVE	⋮
randallsusiso@valorpaytech.c...	Randall Singh	(718) 581-9674	SubISO	Valor Support	ACTIVE	⋮

Select **User Management** from your sidebar menu. Here you will see a full list of every user in your ISO's channel. You can edit, deactivate, re-activate, export your user list or delete any account from this tab.

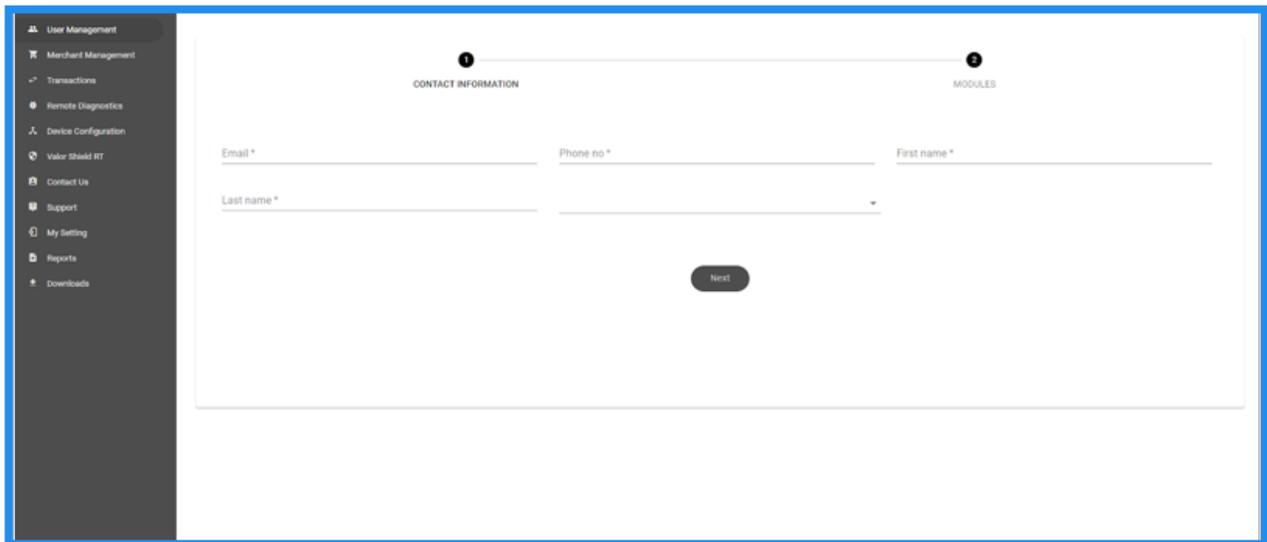
Step 2

The screenshot shows the VALOR SUPPORT dashboard with the 'Add' button highlighted. A blue box highlights the 'Add' button and the dropdown menu options: 'Add USER' and 'Add SUB ISO'. The table below shows a list of users with columns for Mobile Number, User Type, Owned By, Status, and Action.

Mobile Number	User Type	Owned By	Status	Action
(514) 582-0104	Merchant	Valor Support	ACTIVE	⋮
(946) 372-7624	Merchant	Eric's Processing Platform	ACTIVE	⋮
(718) 581-9674	Merchant	Randalls Test Sub-ISO	ACTIVE	⋮
(800) 867-5309	Operator	Valor Test	PENDING	⋮
(514) 503-4500	Merchant	Retriever Merchant Solutio...	ACTIVE	⋮
randallsusiso@valorpaytech.c...	SubISO	Valor Support	ACTIVE	⋮
randall@valorpaytech.com	ISO	Valor Support	ACTIVE	⋮
eric@valorpaytech.com	Merchant	Eric's Processing Platform	ACTIVE	⋮

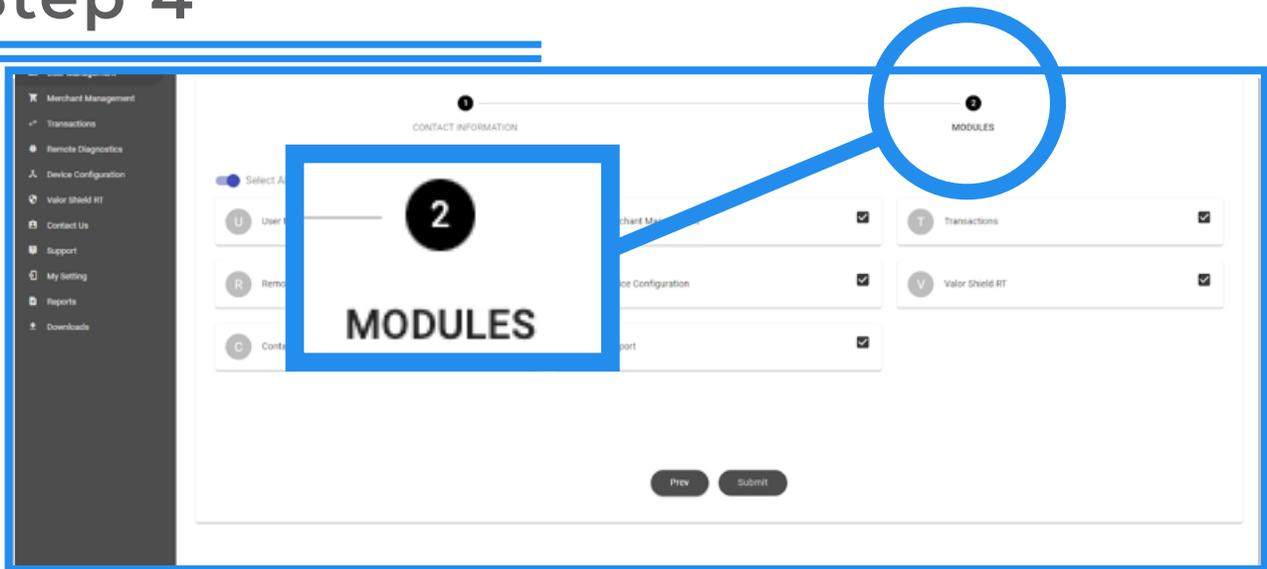
To add users, select the **Add Tab**. From here you will have two options. **Add User** or **Add Sub ISO**. A sub ISO can be an entire office of agents and a User is an Admin to you ISO's Portal.

Step 3



- Enter Users Info and select next.
- Enter a unique email and cell phone number for password resets.
- Enter users First and Last name
- Select next.

Step 4



- Select **Modules**
- Select the modules you want them to be able to view in the sidebar in their portal.
- Select **Submit** when you are finished to complete the process.
- They will receive a text message and email to create the password for their specific log in.