



## STEP 1

Go to [www.online.valorpaytech.com](http://www.online.valorpaytech.com) and enter your login credentials.

Email

Password

Remember Me [Forgot Password](#)

**SIGN IN**

**VALOR**  
PAYTECH

## STEP 2

Select **Merchant Management** in the sidebar menu.

Dashboard

User Management

**Merchant Management**

Transactions

Remote Diagnostics

Device Management

Valor Shield RT

Contact Us

Support

My Setting

Reports

Downloads

**1**  
Total Merchants

**1**  
Devices

**1**  
New Merchants  
(last 30 days)

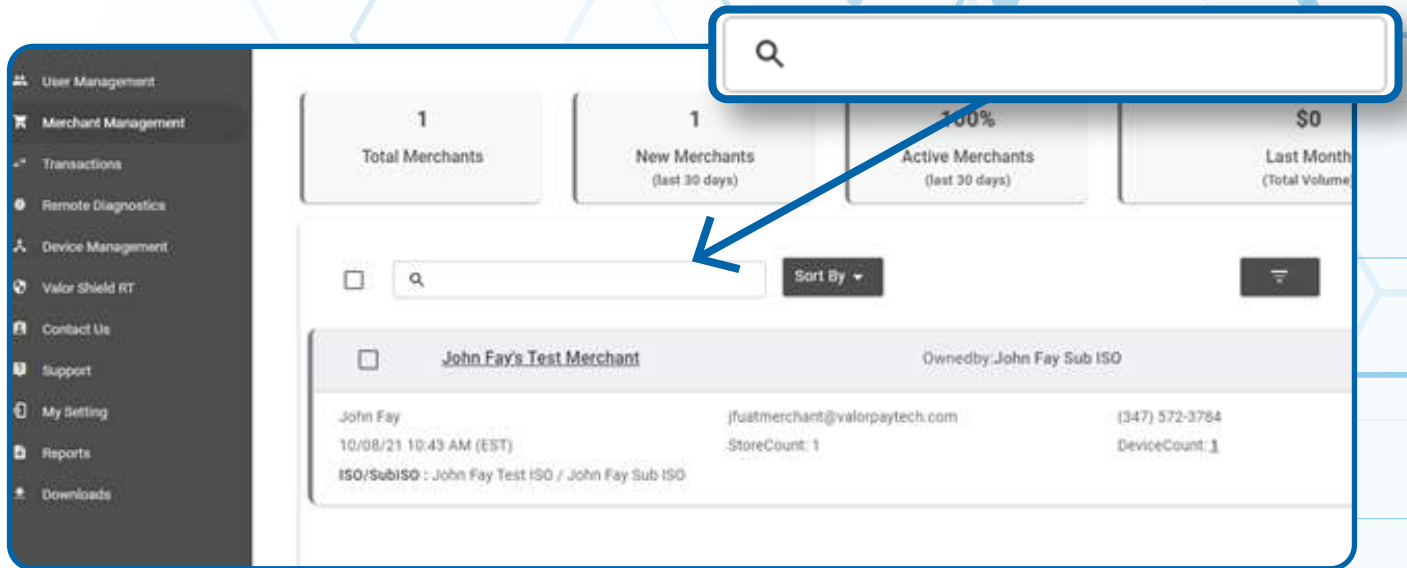
**1**  
Active Ser

Current Month Transactions

**Merchant Management**

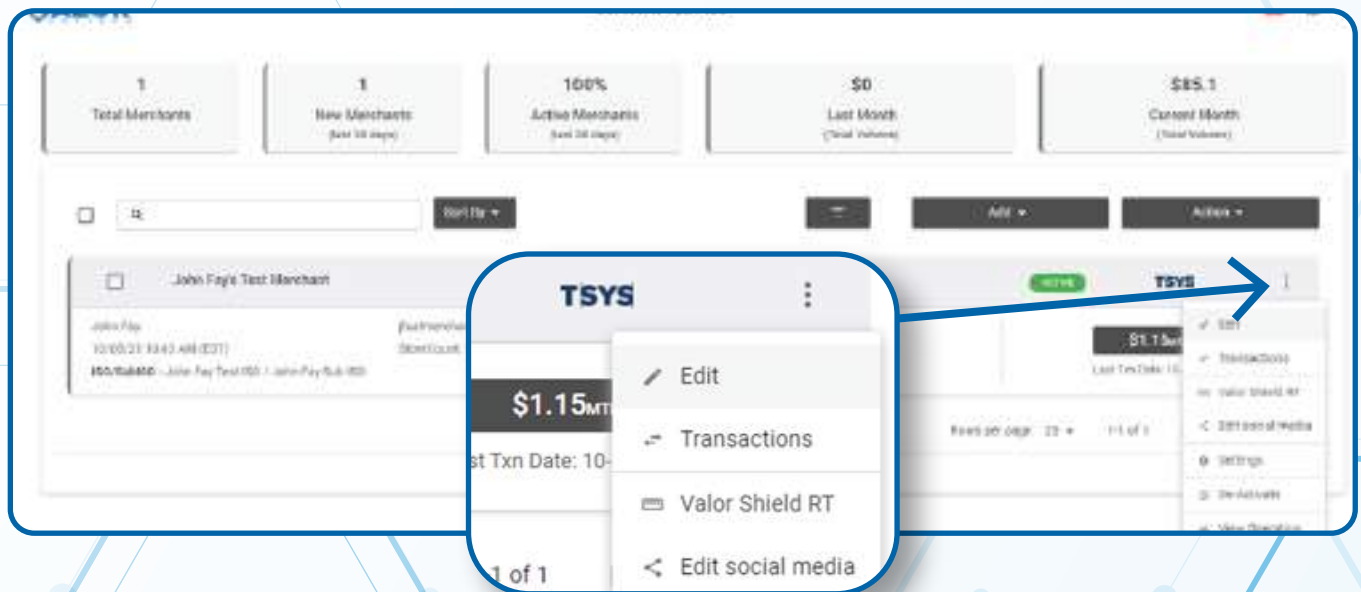
## STEP 3

Use the search bar to search for the Merchant you want to board **Factor4** Gift Cards for.



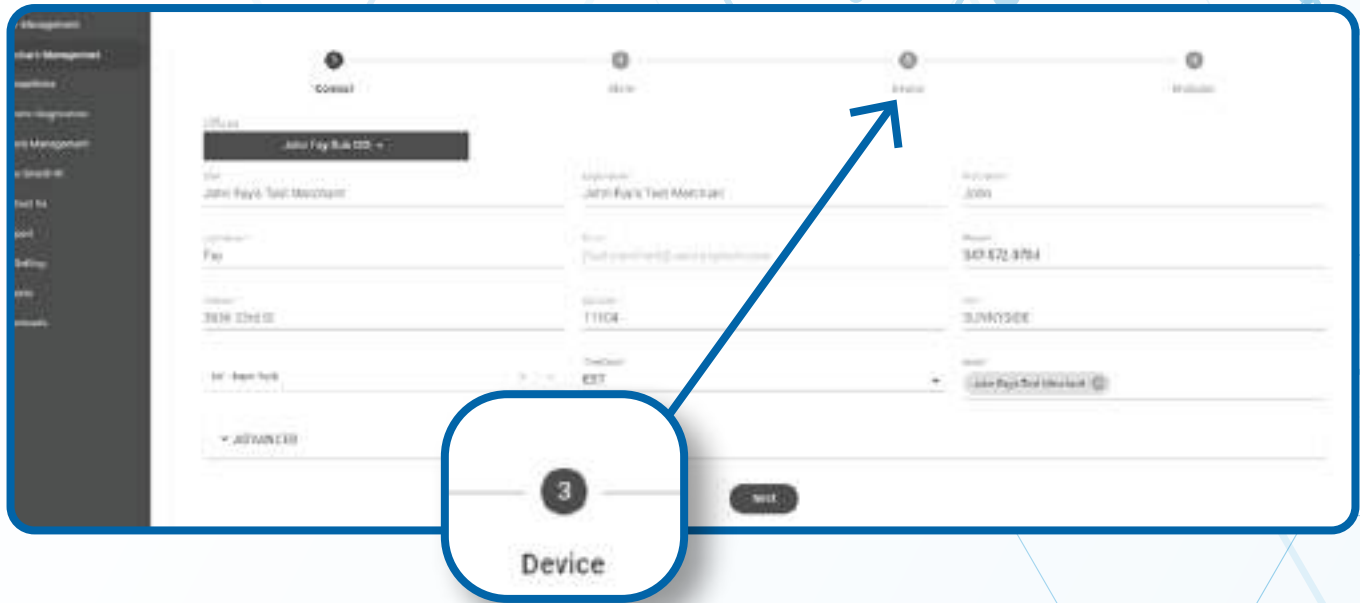
## STEP 4

When the Merchant comes up, select the **Vertical Ellipsis** on the top right of the merchant snapshot and select **Edit**.



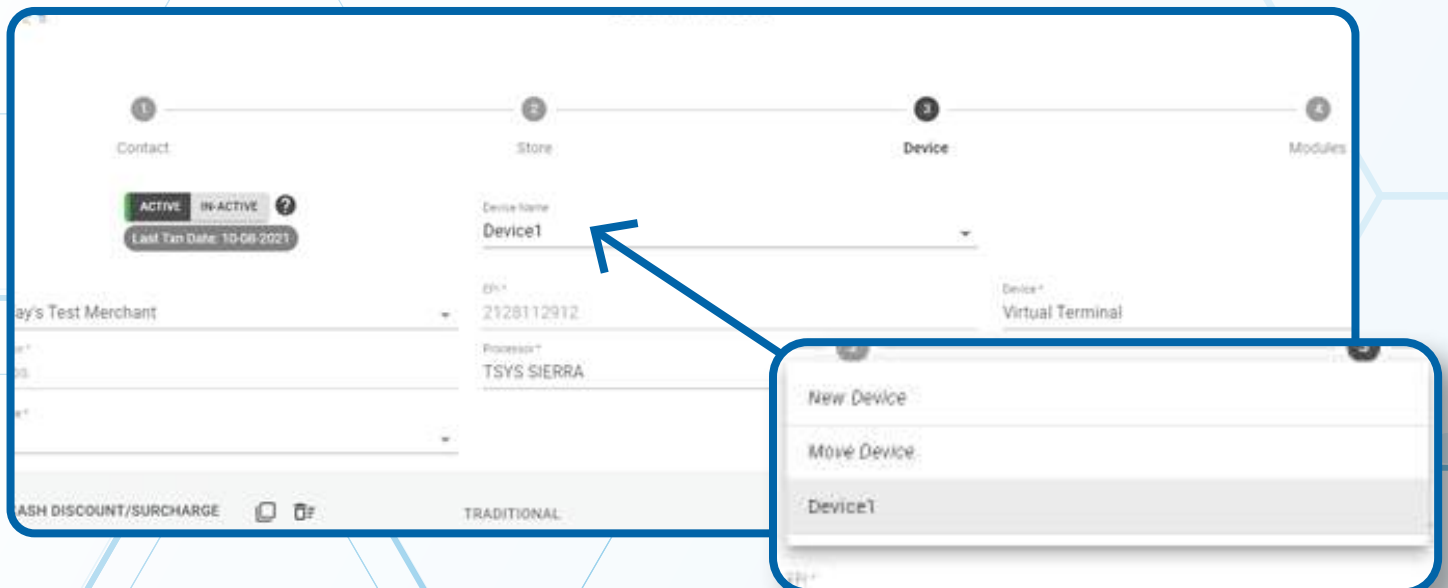
## STEP 5

Select **Device** at the top of the page to go to the **Device** page.



## STEP 6

Select the **Device** you want to add **Factor4** integration to.



## STEP 7

Select the **Gift Card** tab and enter in your Factor4 Boarding Information.

The screenshot shows a form for entering boarding information. At the top, there are fields for Merchant Name (John Fay's Test Merchant), MFI (3120112912), and Device (Virtual Terminal). Below these are fields for Device Type (Gift Pops), Processor (TOYS SIERRA), and Location (Device1). A tabbed interface is visible with three options: CASH DISCOUNT/SURCHARGE, TRADITIONAL, and GIFT CARD. The GIFT CARD tab is selected and highlighted with a blue box. Below the tabs are fields for Vendor (Factor4), TID, Client Key, and Location ID. A blue callout box with an arrow points to the GIFT CARD tab, containing the text "GIFT CARD" and a gift card icon.

## STEP 8

Select **Update Device**.



*Note: You may be prompted to add another device. If you're not adding Factor4 to any new devices, you may select No.*

The screenshot shows the same form as in Step 7, but now the GIFT CARD tab is active. It displays fields for Card Number (111111111111), Expiration (22222222), Card Type (Retail), and Cardholder Name (3333). There are also fields for Card ID (4444), Cardholder ID (555557), and Cardholder Name (666666). A blue callout box with an arrow points to a large button labeled "+ Update Device" at the bottom of the form. Another smaller button with the same label is visible in the bottom right corner of the form area.

# STEP 9

Select **Update Merchant** at the bottom of the screen.

