Factor4 Boarding

STEP 1

Go to **www.online.valorpaytech.com** and enter your login credentials.

STEP 2
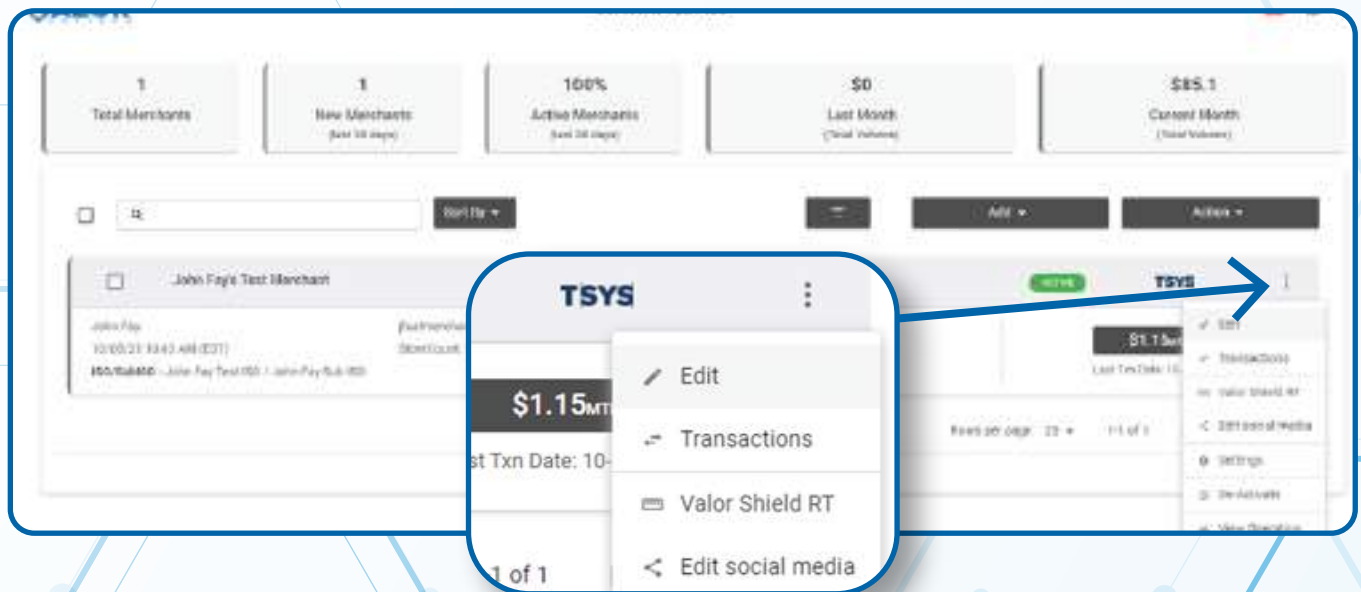
Select **Merchant Management** in the sidebar menu.

STEP 3

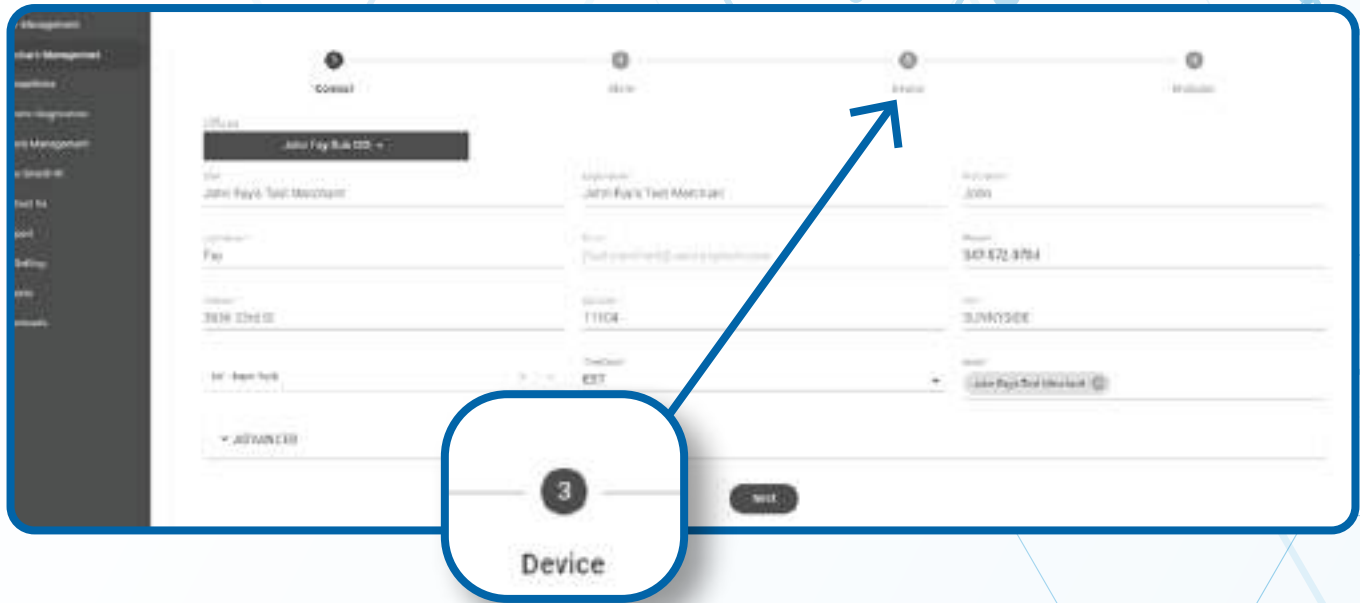Use the search bar to search for the Merchant you want to board **Factor4** Gift Cards for.
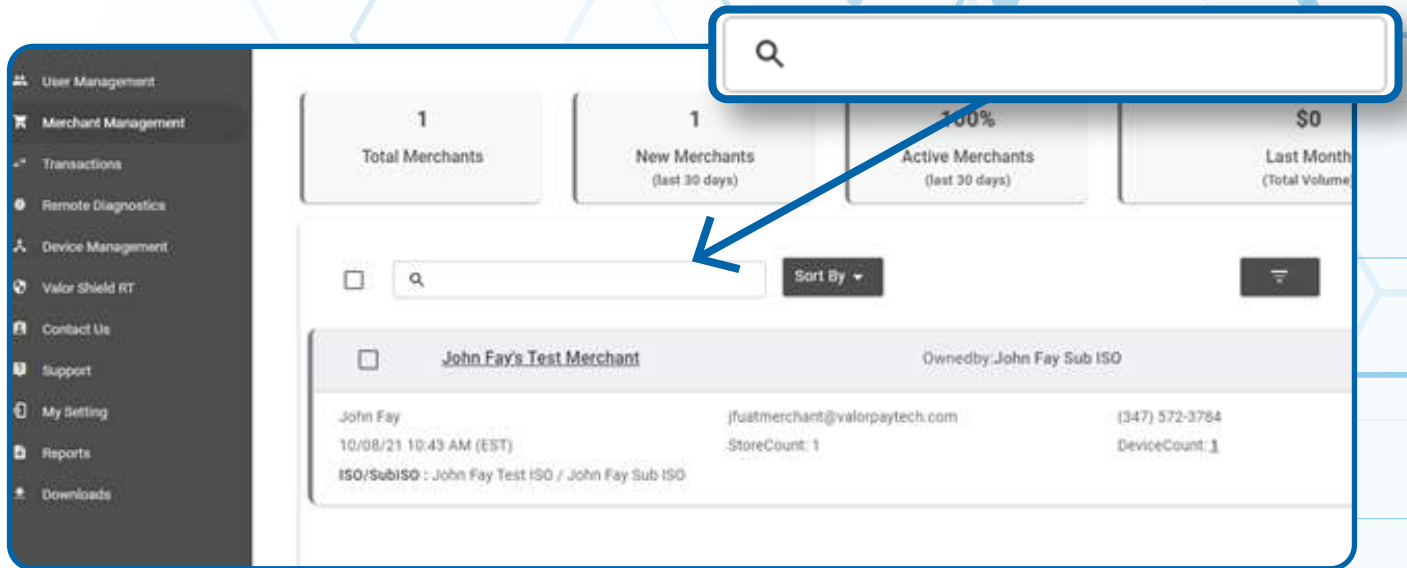
STEP 4

When the Merchant comes up, select the **Vertical Ellipsis** on the top right of the merchant snapshot and select **Edit.**
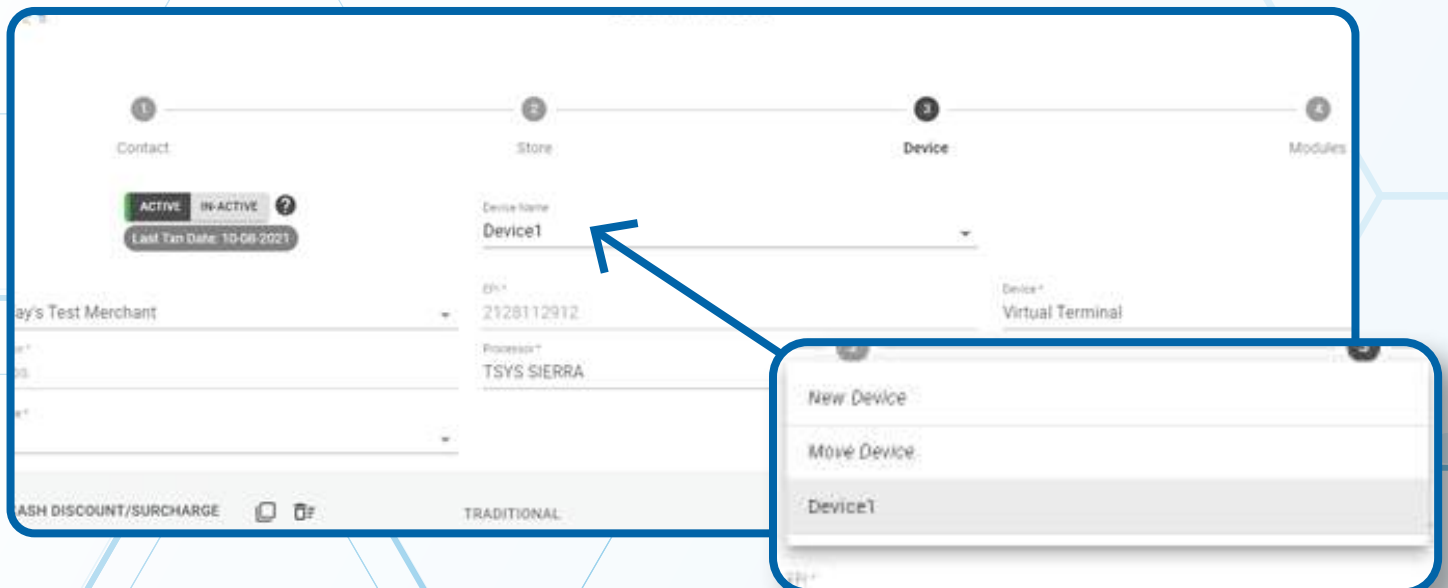
STEP 5

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.

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.*

STEP 9

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

Update Merchant