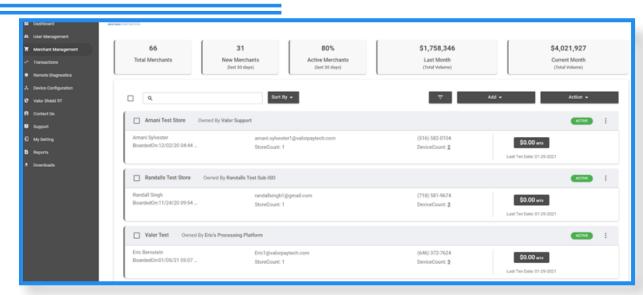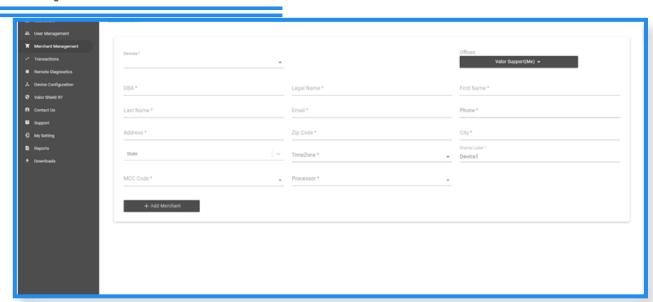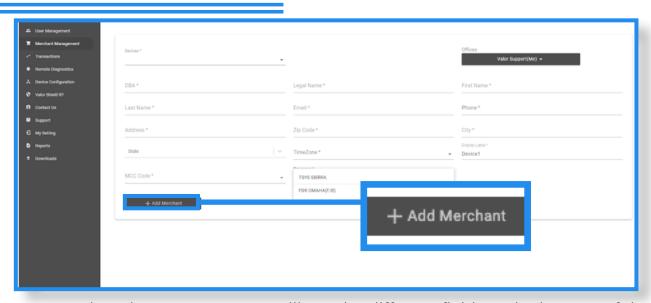# Perform a Quick Board

Step 1

Select **Merchant Management** in the sidebar menu. Select **Add**, then **Quick Board**. This will allow you to board one merchant and one device.

Step 2

Select your device type, select the Sub-ISO office the file belongs to (if any). Enter the merchant's information, the MCC code, time zone, and select the Processor.

Step 3

Once you select the Processor, you will see the different fields at the bottom of the form. This information must match exactly what is on the VAR sheet. If anything is incorrect, the merchant will not be able to process transactions. Once complete, select **Add Merchant**. If you want to edit the parameters later, go to **Device Management,** search for the device, select the **ellipsis (⋮)** on the top right of the snapshot, then click **Edit Parameters.** If you want to limit the merchant's access in the portal you will have to go to **Merchant Management** and edit the modules the Merchant has access to.