Perform a Full Board

Step 1

Select **Merchant Management** in the sidebar menu. Click on **Add** and select **Full Board**. This will allow you to board multiple stores and devices.

Step 2

Enter the **contact information** for the merchant account/business owner. Once completed, click **Next**.

Step 3

Most of the information in this section will be taken from the Contact section. You will only be required to enter the MCC Code. When finished, select Add Store to continue to the Devices section. **NOTE: THE MCC CODE MUST MATCH THE SIC CODE FROM THE VAR SHEET. IF THEY DO NOT MATCH, THE MERCHANT WILL NOT BE ABLE TO PERFORM TRANSACTIONS.**

Step 4

Select the **device type** and **processor**. Enter the VAR sheet information. Once complete, double check to make sure all information is correct. If anything is entered incorrectly, the merchant will get the "**Host Profile Not Configured Properly**" error message when they try to perform transactions. Once complete, select **Next**.

Step 5
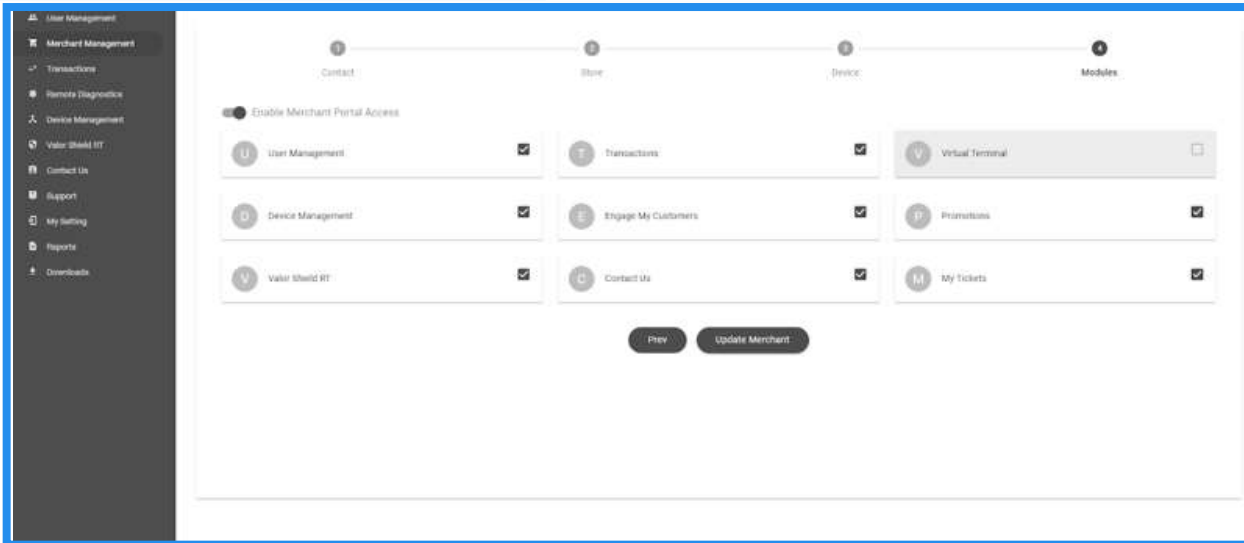
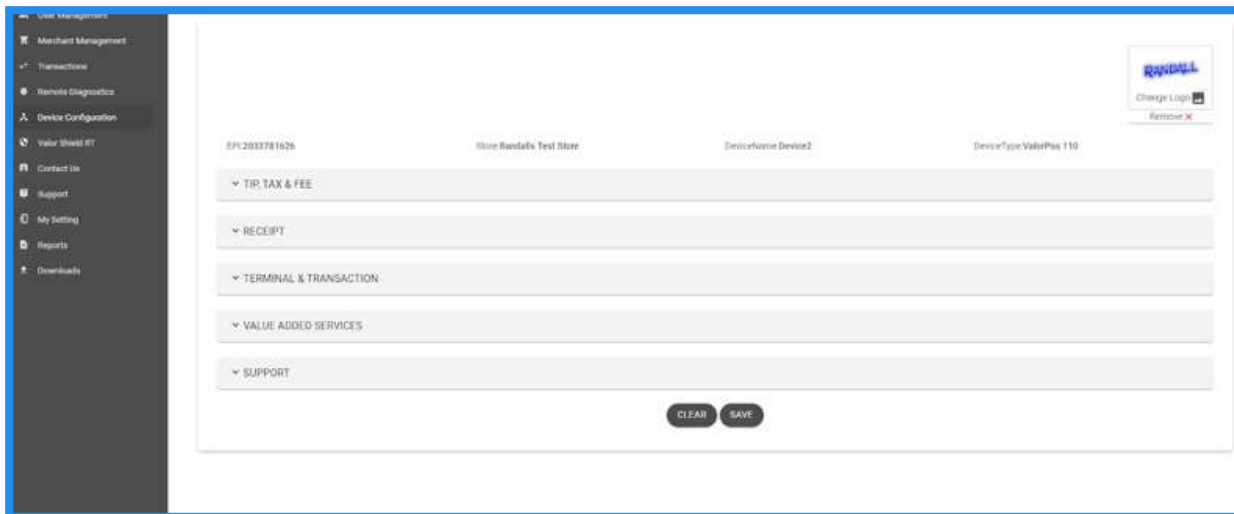Select the **Modules** you want the merchant to have access to. Once done, click **Next**. The merchant will get an email and a text message with a link to create their password.

Step 6

Once the Merchant has been boarded, the next step is to set the devices' parameters in **Device Management**. There you set your tip, tax, and custom fee settings, receipt options, terminal and transaction settings, surveys, additional inputs, and enter support phone numbers.

Step 7

Setting Up your Device for Deployment

- Power the device on.
- Select Yes when prompted for DHCP.
- Enter your SSID and enter your WiFi password, connect to Ethernet or dial connection, or connect to your GPRS SIM card.
- Enter your EPI to begin your Remote Key Injection and press the OK button.
- Run a test transaction and deploy your device with the receipt in the device.