Re-Assign a Merchant to a New Sub ISO



Step 1



When you log into the portal, select **User Management** in the Sidebar on the left side of your screen.

Step 2

User Management								
Merchant Management							Add 💌	Action 🛩
Transactions	Q,							
Remote Diagnostics		Email	Full Name 🔅	Mobile Number	User Type	Owned By	Status 👳	ii Delete
Device Management		10.0					_	 Activate
Valor Shield RT		Amen's Salon	Amani Sylvester	(516) 582-0104	Merchant	Amani test	Last Seen On : 02-1	 Resend Activation
Contact Us		Eric1@valorpaytech.c	Edia Deservatoria			Edda Brancisco Bi	ACTIVE	⇔ Reset Password
Support		Valor Test	Enc Bernstein	(040) 372-7624	Merchant	Eric's Processing PL.	Last Seen On : 02-1	O De-Activate
My Setting		dfiegle@rmsnpc.com Retriever Merchant S.	DAVE FIEG			Valor Support	ACTIVE Last Seen On : 02-1	± Export
Reports		OB.RAWLS@GMAIL.C		Show Of	ffice	Hall and the second	Acting 1	24 Show Office
t Downloads		OB Rawls Processing	OB RAWLS	311011 0	nice	Valor Support	Last Seen On : 02-1.	
		RMSTestStore35@rms RMS Test Store 35	Dave Fiegl			Retriever Merchant	ACTIVE	:
		VT@valorpaytech.com Webs Test VT	Valor Paytech	(516) 503-6500	Merchant	Valor Support	ACTIVE Last Seen On : 02-16	2027
		RMSTestStore34@rms RMS Test Store 34	Dave Fiegle	(718) 581-9674	Merchant	Retriever Merchant	ACTIVE	:
		RMSTestStore4@rmsn					ACTIVE	

Select the **Action Tab** on the upper right hand corner of your screen.

Next, select show office.

Step 3

	X Amani 1/4 PREVIOUS NEXT	UPDATE CANCEL	
R Merchant Management			*
+* Transactions	Valor Support support@waterpaytech.com		
Remote Diagnostics			
A Device Management	USERS		
Valor Shield RT	COUNT: 5		
Contact Us	Randall Singh randaligivalorpaytech.com		
Support			
My Setting	Amani Sylvester amani.sylvester@valorpaytech.com		
Reports			
Downloads	Gene Schenberg eneriodytadpaytech.com		
	Esther Orange opergeorangesy.com		
	Amani Sylvester Ananig Teatl.com		

This will show you the hierarchy of your ISO. You are able to search and move merchants from one Sub-ISO to another. If you know the owner of the merchant, you can scroll down to the Sub-ISO/Agent, expand their list and locate the merchant. If you do not know the owner of the merchant, type the merchant's name in the search bar. The system will show a full list of all merchants under the same owner, highlighting the searched merchant.

Step 4

AL User Management	× Amani	1/4 PREVIOUS NEXT	UPDATE CANCEL	
🛪 Merchant Management				
** Transactions	+- Ra	Indalls Test Sub-ISO dailsubiso.givalorpaytech.com		
Remote Diagnostics				
A Device Management	+- Ph	Iase 3 Test Sub-ISO ke@phase3payments.com		
Valor Shield RT				
Contact Us	÷- 📟	ardian Payment Services Sub-ISO subiso@guardianpmts.com		
Support		entres Grad Athlenes 100		
] My Setting	()- m	asubiso@merchantcardadvisors.com		
B Reports		mani test		
Downloads		ani⊜Test.com SUB ISO		
		MERCHANTS COUNT: 1		
		Amani's Salon amanigPizza.com MERCHANI		
	+- MERCH	IANTS		

To move the merchant, simply click and hold the gray area labeled **MOVE** to the left of the merchant's name. You can then drag and drop the merchant into the correct ISO. The logo for the merchant will change once the merchant has been moved to another ISO.



ISO | PORTAL