

# Re-Assign a Merchant to a New Sub-ISO



## 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  
(last 30 days)

Current Month Transactions

**Merchant Management**

## STEP 3

Click on **Vertical Ellipses** on the merchant

The screenshot shows a dashboard with five summary cards: Total Merchants (1), New Merchants (last 30 days) (1), Active Merchants (last 30 days) (100%), Last Month (Total Volume) (\$0), and Current Month (Total Volume) (\$85.1). Below the cards is a search bar and a table of merchants. The table has columns for merchant name, email, phone, store count, and device count. The merchant 'John Fay's Test Merchant' is highlighted. A blue box highlights the vertical ellipsis icon next to the merchant name, and an arrow points to the 'Edit' option in the dropdown menu. Other options in the menu include Transactions, Valor Shield RT, Edit social media, Settings, De-Activate, and View Operators.

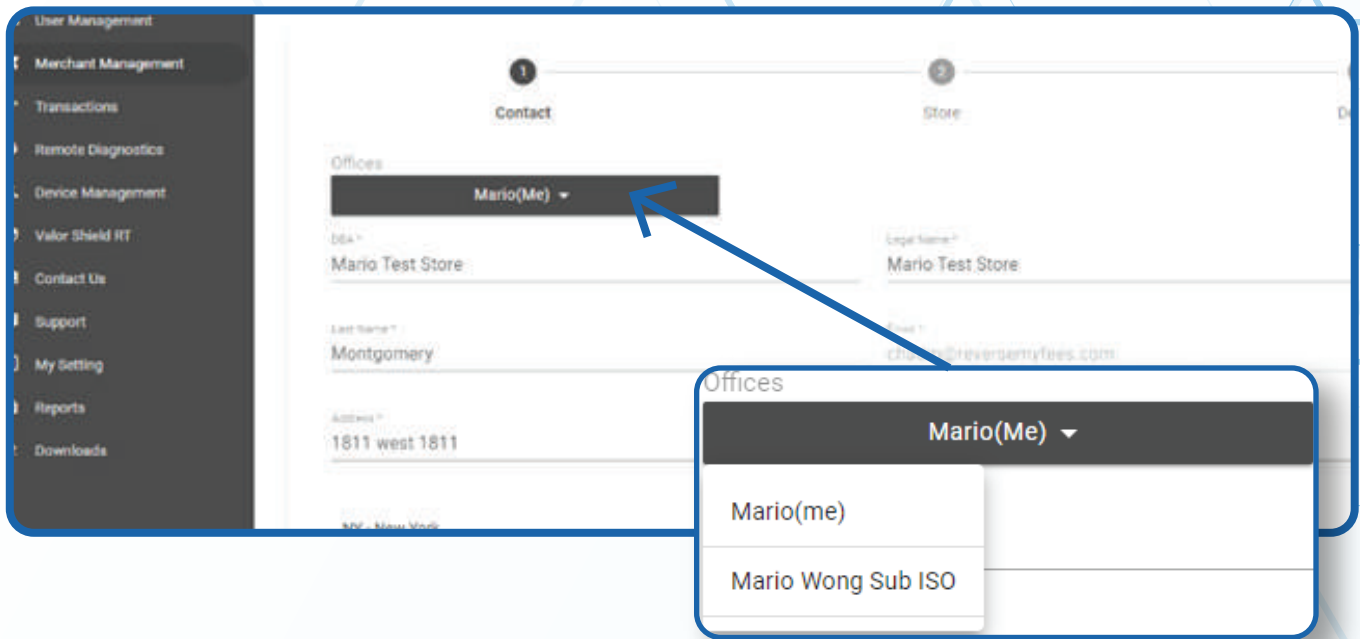
## STEP 4

Click on **Edit**

The screenshot shows a vertical menu with four options: Edit (with a pencil icon), Delete (with a trash can icon), View Merchants (with a group of people icon), and View Devices (with a person and device icon).

## STEP 5

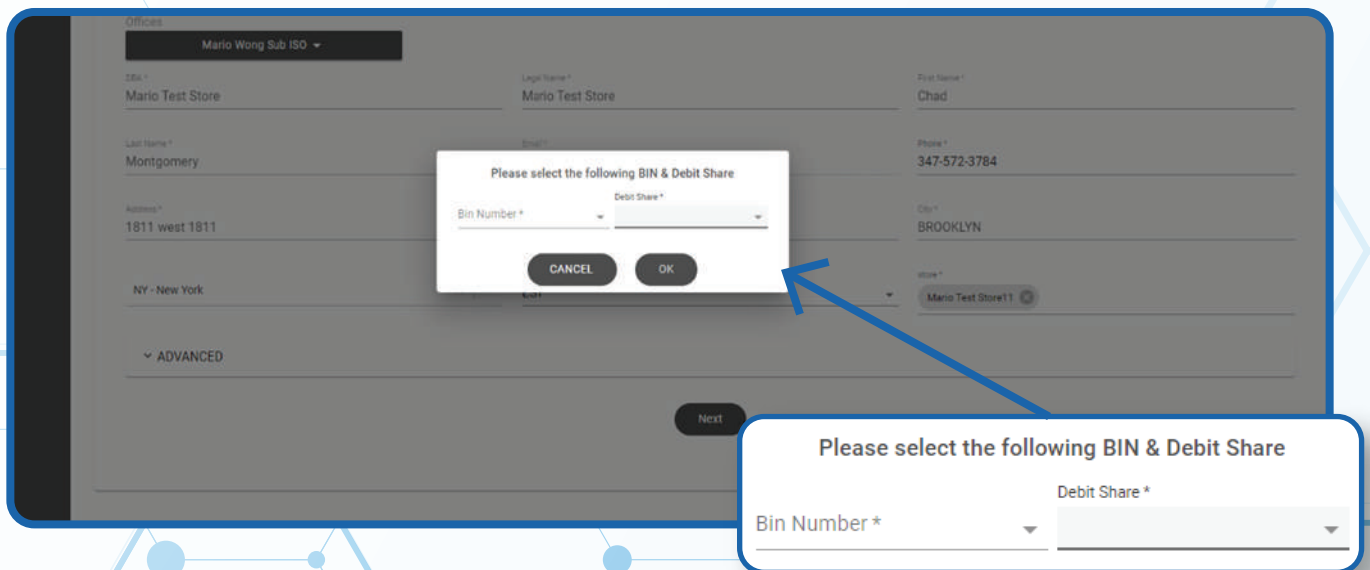
Click on **Offices** box and Choose the **Sub ISO** for this merchant.



The screenshot shows a merchant portal interface. On the left is a dark sidebar with a menu containing: User Management, Merchant Management, Transactions, Remote Diagnostics, Device Management, Valor Shield RT, Contact Us, Support, My Setting, Reports, and Downloads. The main content area is titled 'Contact' and 'Store'. It features a form with fields for 'Offices' (set to 'Mario(Me)'), 'DBA' (Mario Test Store), 'Legal Name' (Mario Test Store), 'Last Name' (Montgomery), 'Address' (1811 west 1811), and 'City' (New York). A blue arrow points from the 'Offices' dropdown menu to a callout box. The callout box shows the 'Offices' dropdown with 'Mario(Me)' selected and a list of options: 'Mario(me)' and 'Mario Wong Sub ISO'.

## STEP 6

Select the **BIN and Debit Sharing** group



The screenshot shows the merchant portal with the 'Offices' dropdown set to 'Mario Wong Sub ISO'. A modal dialog box is displayed in the center, titled 'Please select the following BIN & Debit Share'. It contains two dropdown menus: 'Bin Number \*' and 'Debit Share \*'. Below the dropdowns are 'CANCEL' and 'OK' buttons. A blue arrow points from the dialog box to a callout box. The callout box is a duplicate of the dialog box, showing the 'Please select the following BIN & Debit Share' title and the 'Bin Number \*' and 'Debit Share \*' dropdowns.

## STEP 7

Click on **Modules** and Select **Update Merchant** at the bottom of the screen.

