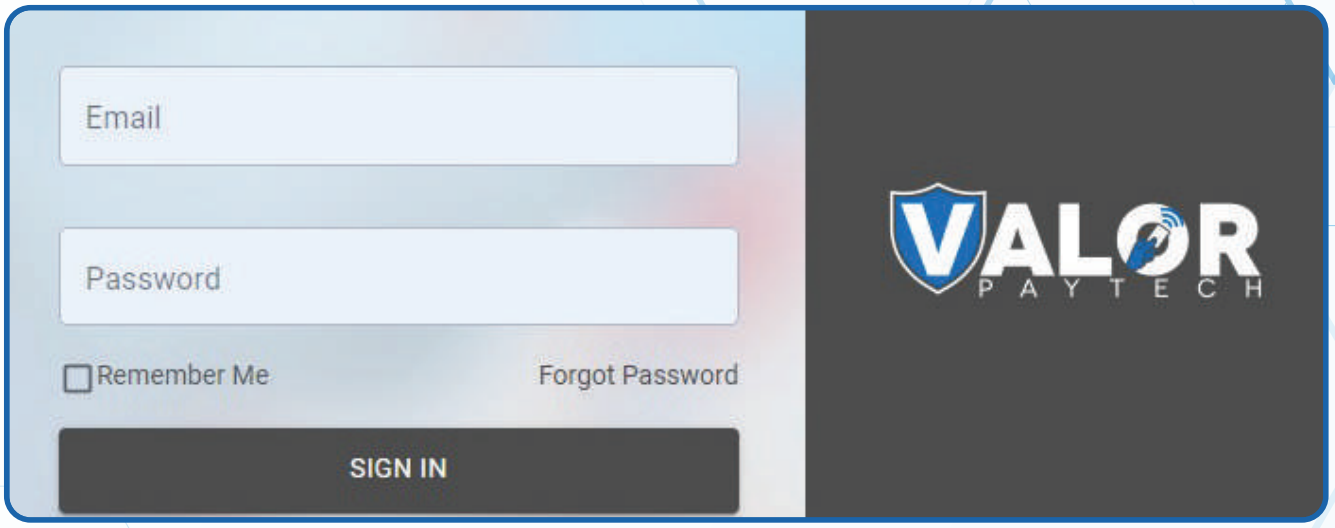
Re-Assign a Merchant to a New Sub-ISO

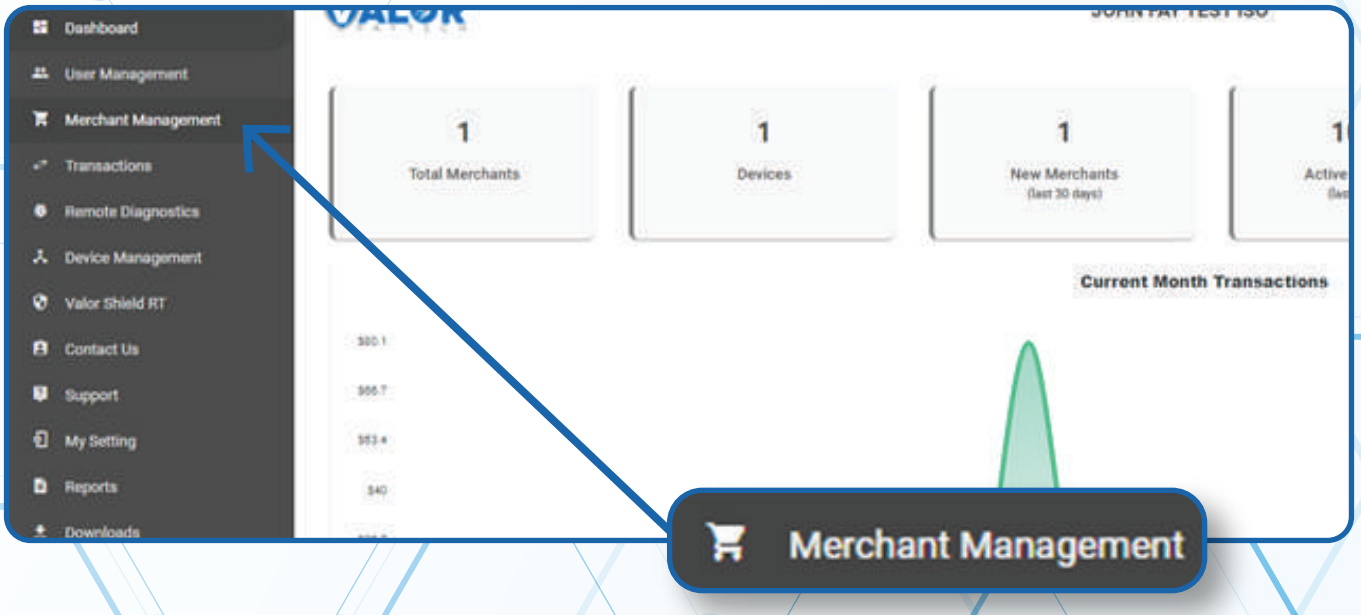
STEP 1

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



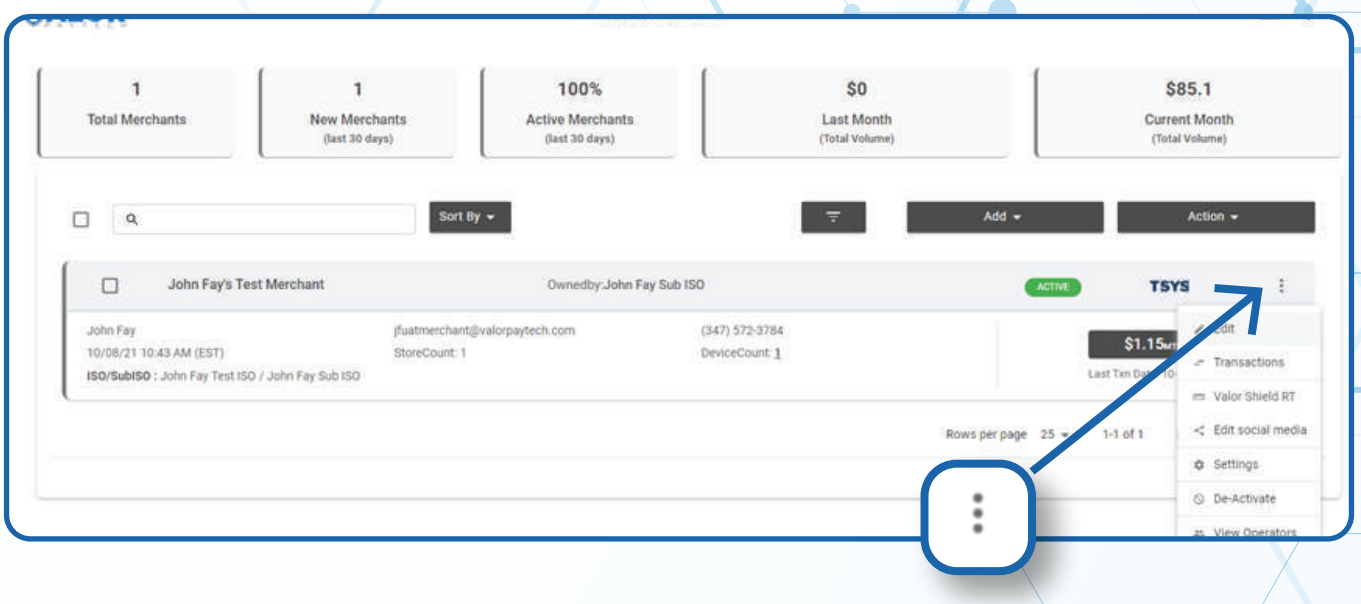
STEP 2

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



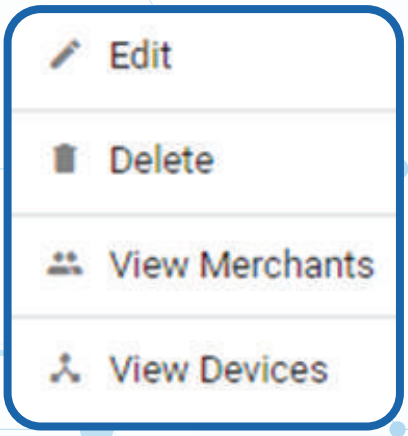
STEP 3

Click on **Vertical Ellipses** on the merchant



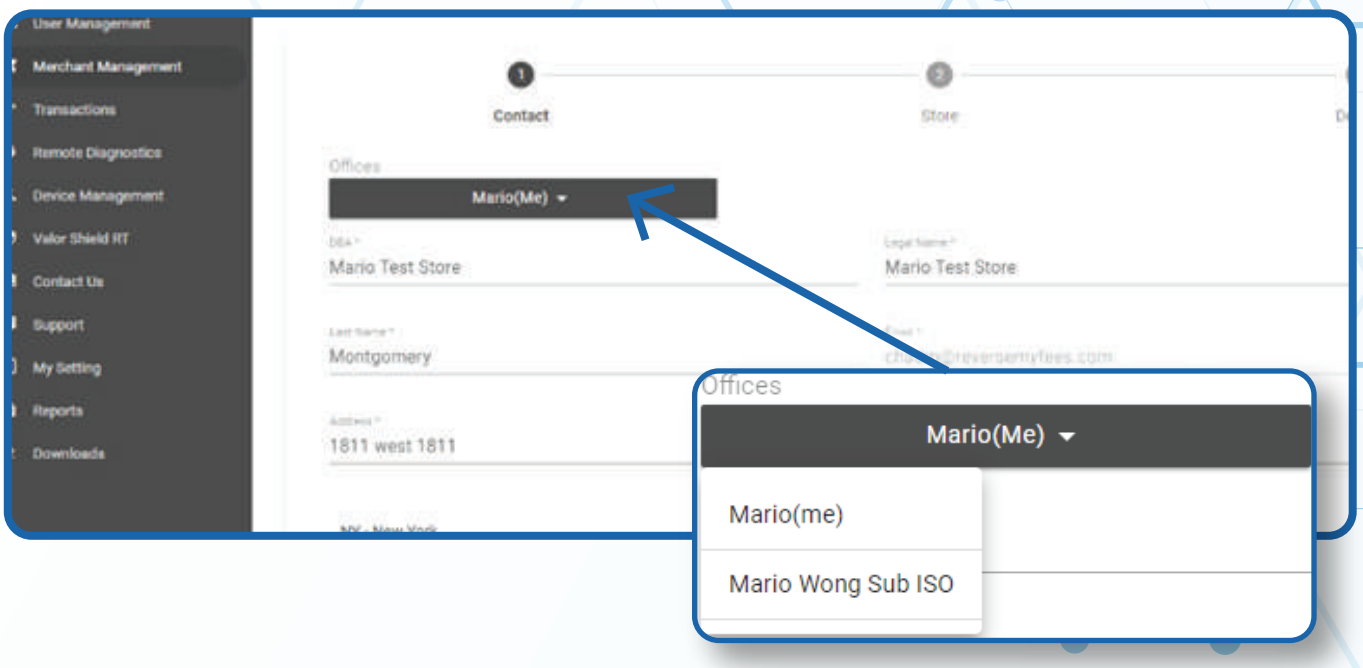
STEP 4

Click on **Edit**



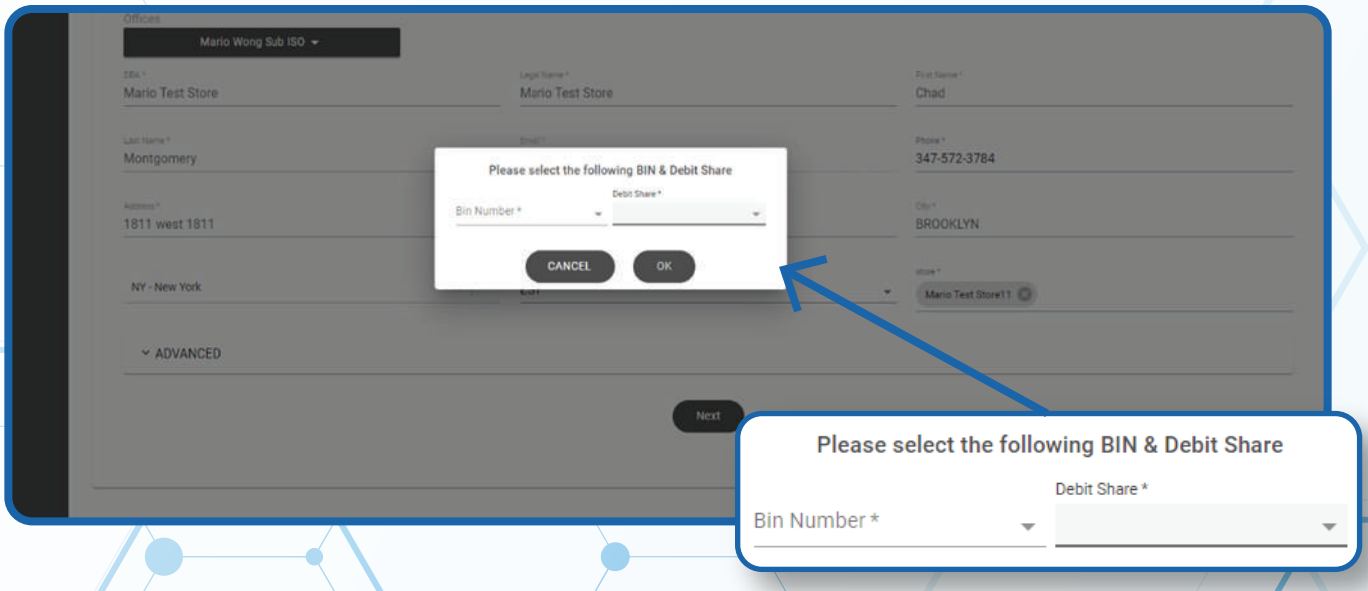
STEP 5

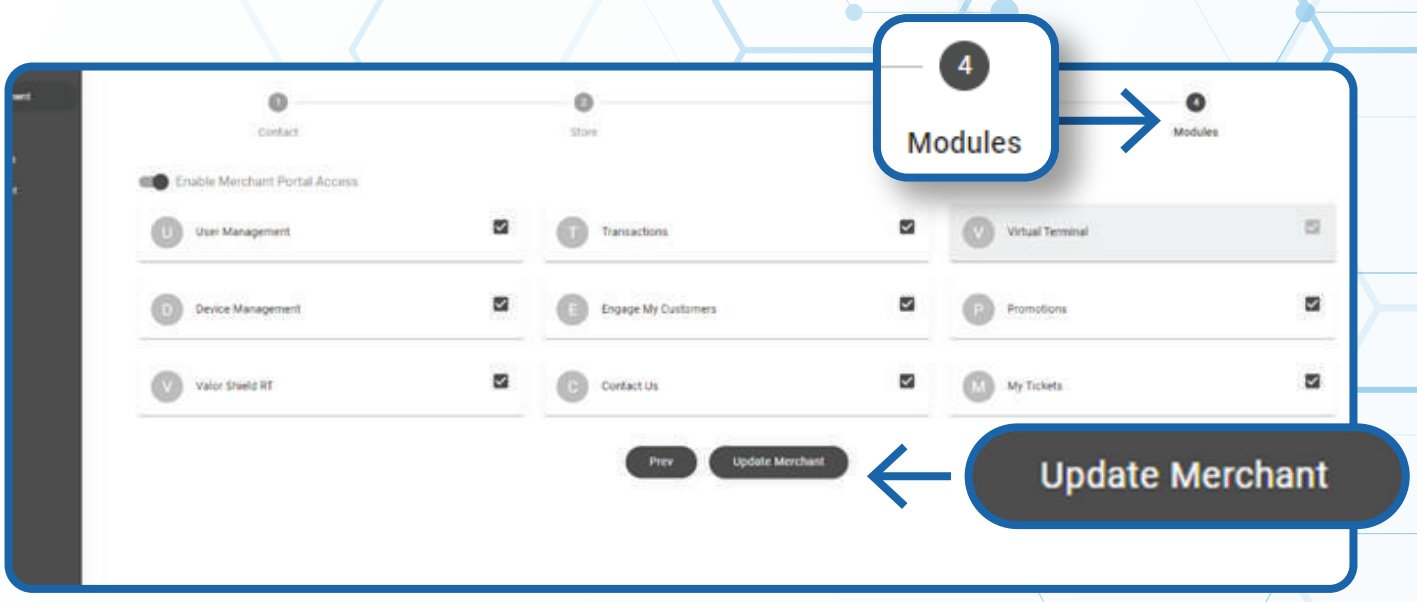
Click on **Offices box** and Choose the **Sub ISO** for this merchant.



STEP 6

Select the **BIN and Debit Sharing** group



STEP 7

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