



# Assigning Operators to Specific Stores

## STEP 1

Go to [www.online.valorpaytech.com](http://www.online.valorpaytech.com) and enter your login credentials.

The screenshot shows a login interface with two input fields: 'Email' and 'Password'. Below the 'Password' field are two options: a checkbox for 'Remember Me' and a link for 'Forgot Password'. A large black button labeled 'SIGN IN' is positioned at the bottom left. On the right side, the Valor Paytech logo is displayed against a dark background.

## STEP 2

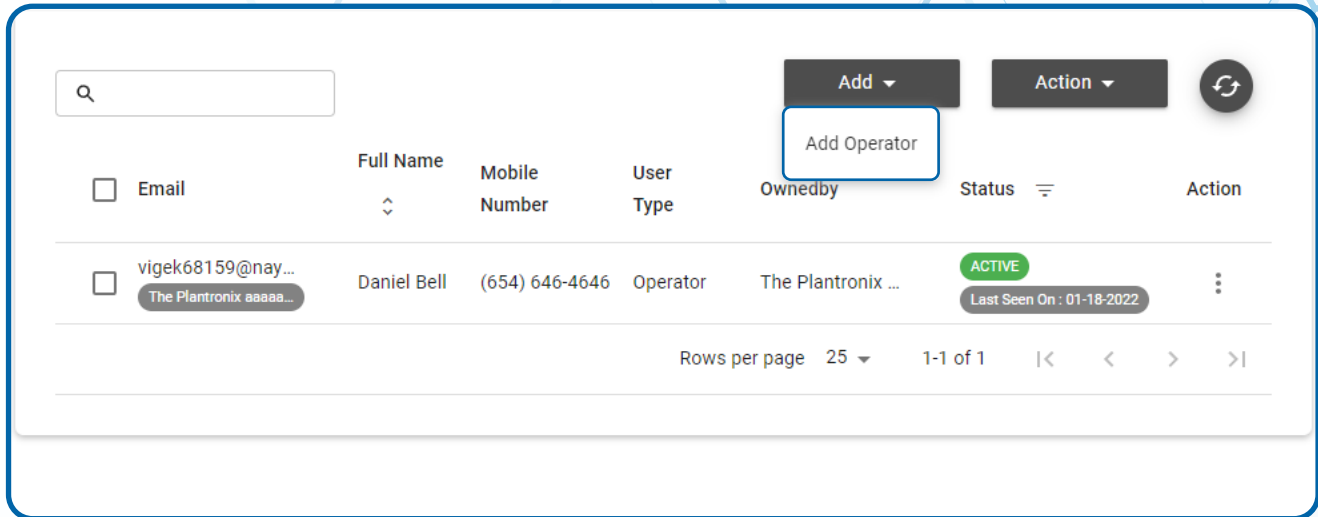
Select **User Management** in the sidebar menu.

The screenshot displays the dashboard interface. On the left, a sidebar menu lists various options, with 'User Management' highlighted and an arrow pointing to it. The main content area shows a header for 'THE PLANTRONIX AAAAAA' and a table of users. The table has columns for 'Email', 'Full Name', 'Mobile Number', 'User Type', 'Ownedby', 'Status', and 'Action'. One user is listed with the email 'vige68159@nay...', full name 'Daniel Bell', mobile number '(654) 646-4646', user type 'Operator', and status 'ACTIVE'. A callout box at the bottom highlights the 'User Management' menu item.

Email	Full Name	Mobile Number	User Type	Ownedby	Status	Action
vige68159@nay... The Plantronix aaaaa...	Daniel Bell	(654) 646-4646	Operator	The Plantronix ...	ACTIVE Last Seen On : 01-18-2022	

## STEP 3

If No Operators are setup, Select **Add, New Operator**.



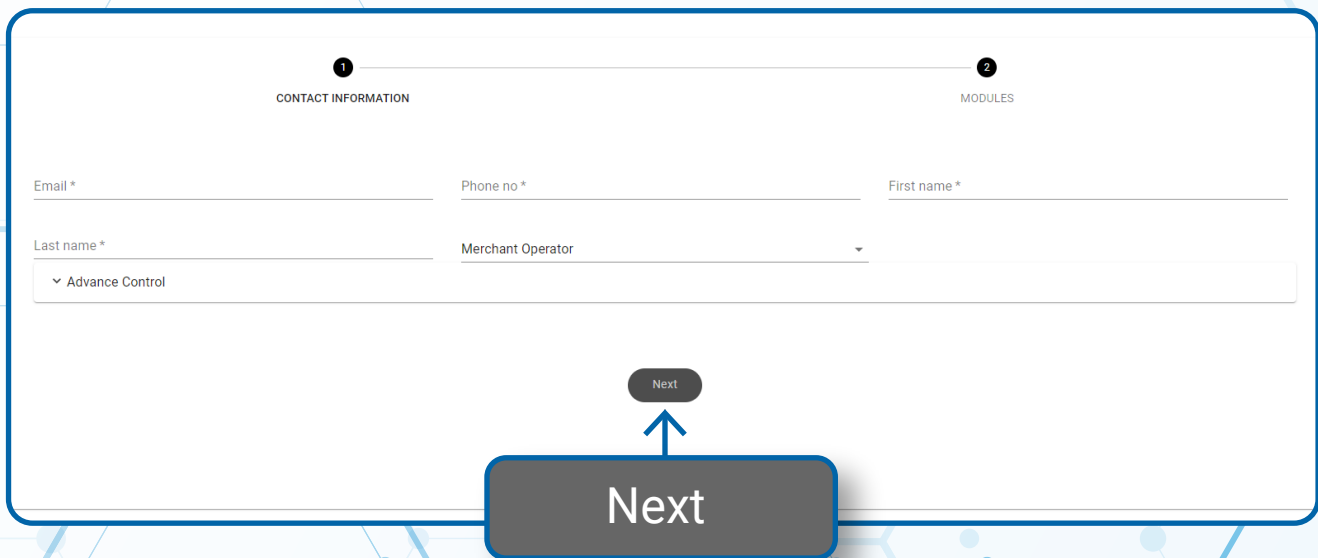
The screenshot shows a table with columns: Email, Full Name, Mobile Number, User Type, Owned by, Status, and Action. A row is visible for Daniel Bell, a Plantronix operator. A dropdown menu is open under the 'Add' button, showing 'Add Operator' as an option.

<input type="checkbox"/>	Email	Full Name	Mobile Number	User Type	Owned by	Status	Action
<input type="checkbox"/>	vigek68159@nay... The Plantronix aaaaa...	Daniel Bell	(654) 646-4646	Operator	The Plantronix ...	ACTIVE Last Seen On : 01-18-2022	⋮

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## STEP 4

Fill out appropriate fields including **Email, Phone Number, First Name, Last Name** and select **Next**.



The screenshot shows a registration form with two sections: 'CONTACT INFORMATION' and 'MODULES'. Fields include Email, Last name, Phone no, Merchant Operator, and First name. A 'Next' button is at the bottom, with a larger 'Next' button below it pointing to it.

1 CONTACT INFORMATION | 2 MODULES

Email \* | Phone no \* | First name \*

Last name \* | Merchant Operator

▼ Advance Control

Next

Next

## STEP 5

Select which **Modules** you will allow your Operator to have access to and select **Submit**.

1 CONTACT INFORMATION

2 MODULES

Select All Modules

T Transactions

E Engage My Customers

P Promotions

C Contact us

M My Tickets

V Virtual Terminal

Features

Allow Refund transaction

Allow Addcash transaction

Recurring payment conversion

Prev Submit Submit

## STEP 6

Your selected **Merchant** will now have your created **Operator**. They will receive an Automated SMS message requesting them to create password for their new Portal Login. Upon Completion their status will change from **Pending** to **ACTIVE**.

1 Users

Search:

Add Action Refresh

<input type="checkbox"/>	Email	Full Name	Mobile Number	User Type	Ownedby	Status	Action
<input type="checkbox"/>	vige68159@naymeo.com The Plantronix aaaaa...	Daniel Bell	(654) 646-4646	Operator	The Plantronix aaaaaaaa	ACTIVE Last Seen On: 01-18-2022	⋮

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