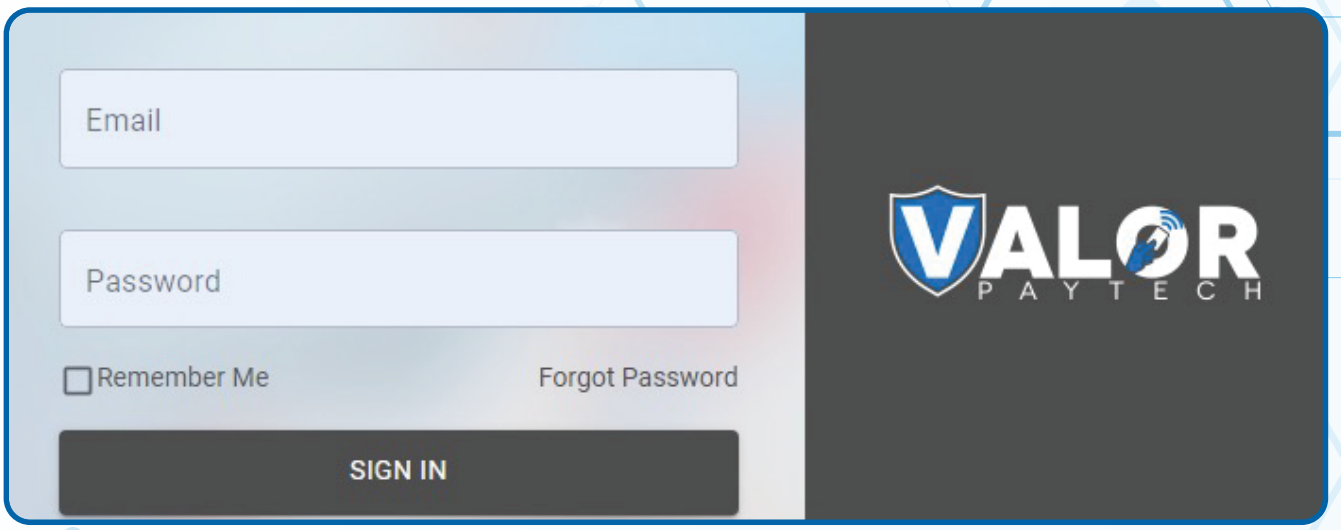
Assigning Operators to Specific Stores

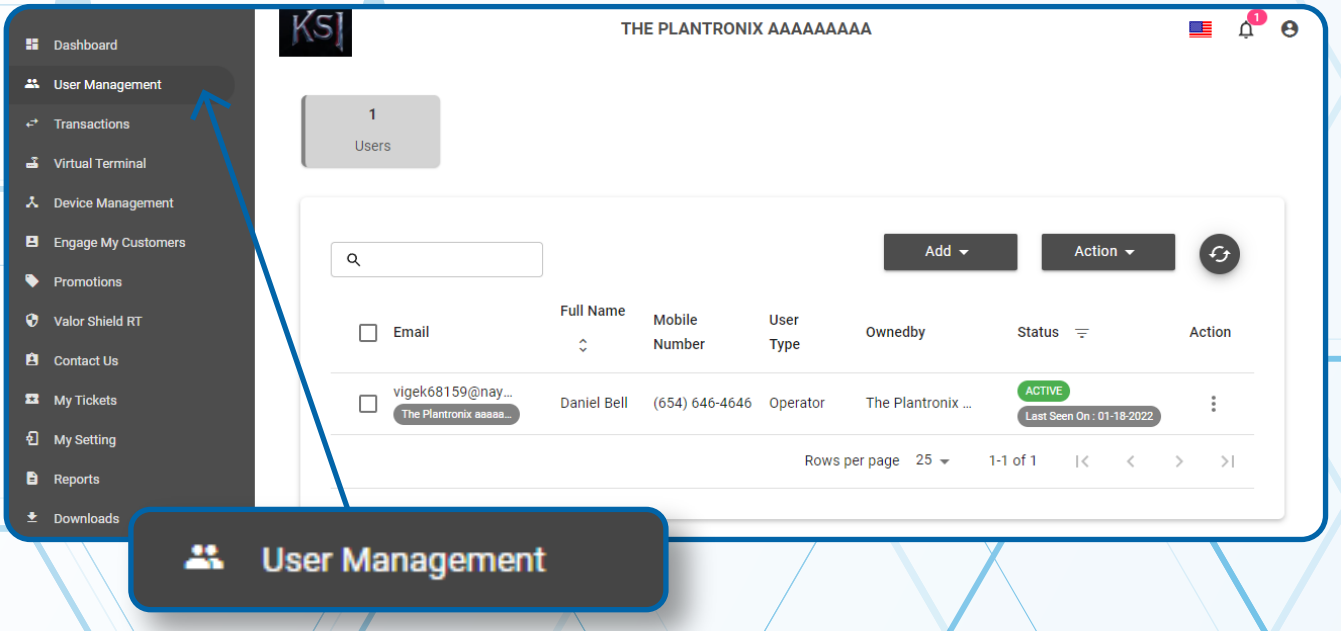
STEP 1

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



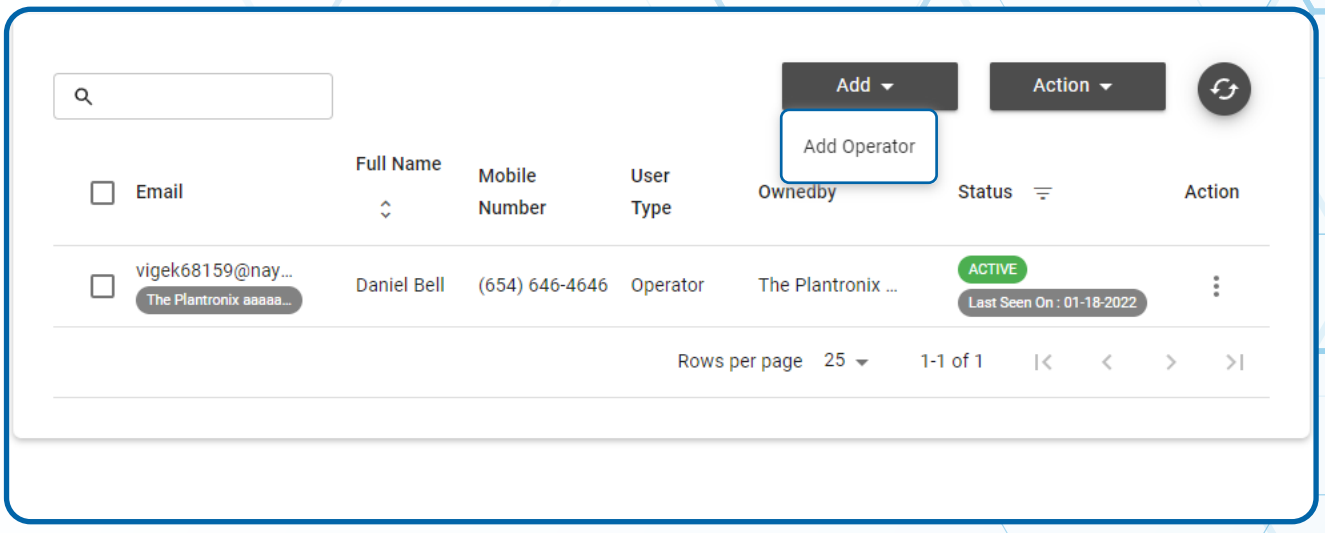
STEP 2

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



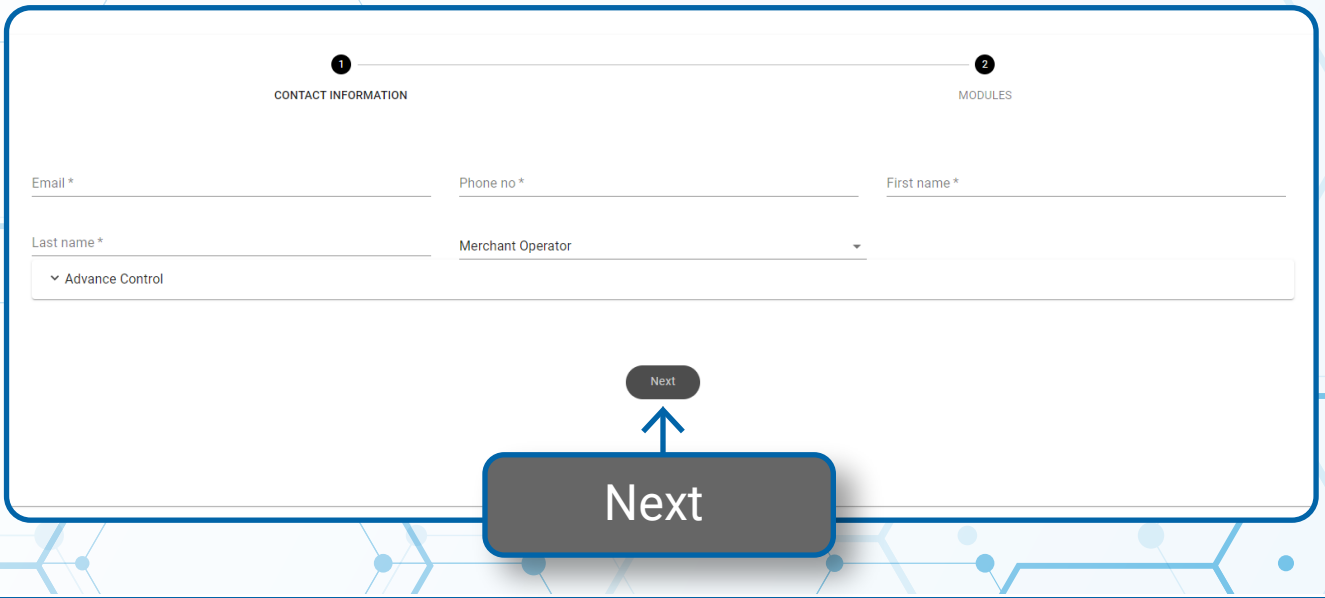
STEP 3

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



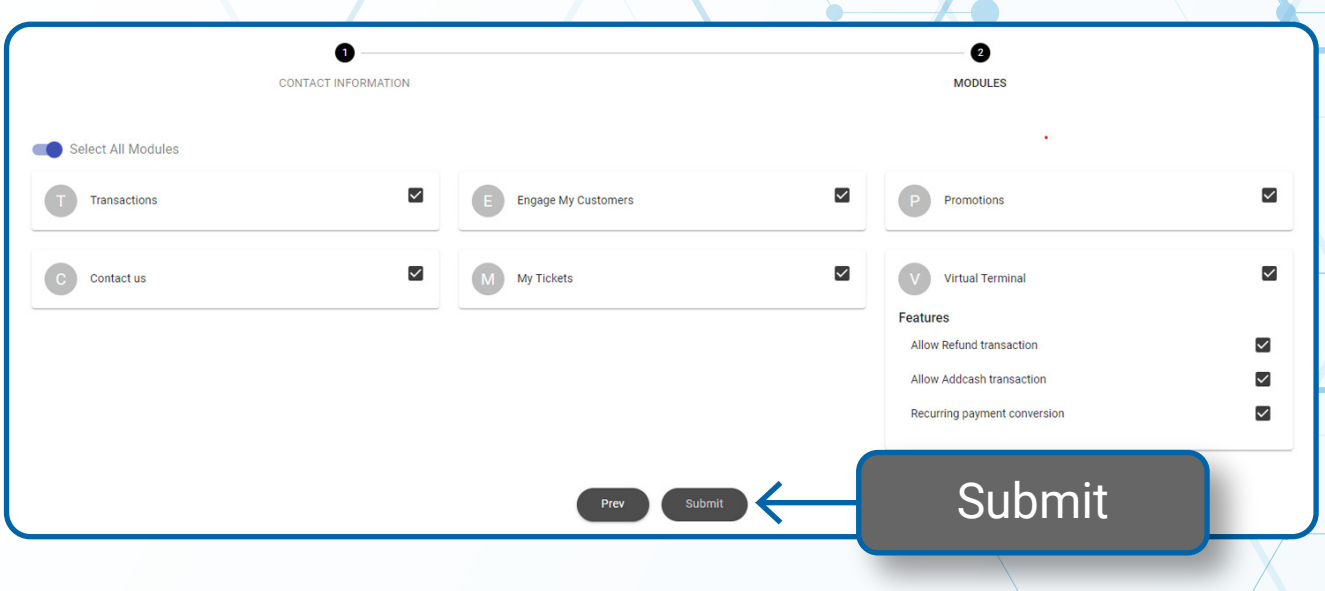
STEP 4

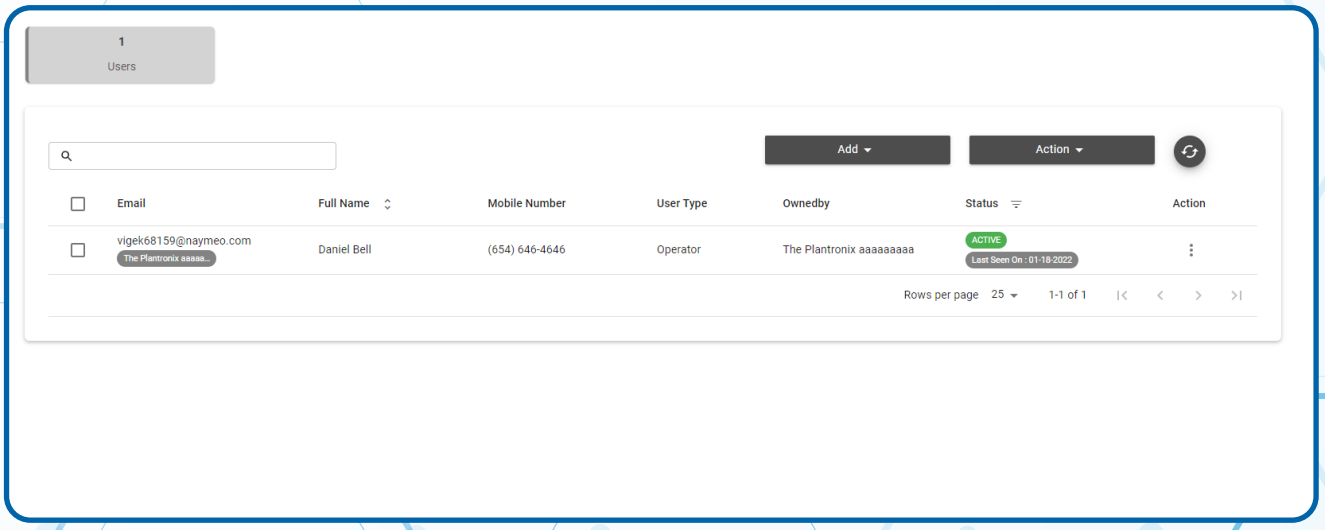
Fill out appropriate fields including **Email, Phone Number, First Name, Last Name** and select **Next.**



STEP 5

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