



# Engage My Customers (As an ISO for a Merchant)

## 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**  
PAY TECH

## STEP 2

To Enable **Engage My Customers** as an ISO for a **Merchant** navigate to **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

**Merchant Management**

**MARS PAYMENTS**

408 Total Merchants

13 New Merchants (last 30 days)

7% Active Merchants (last 30 days)

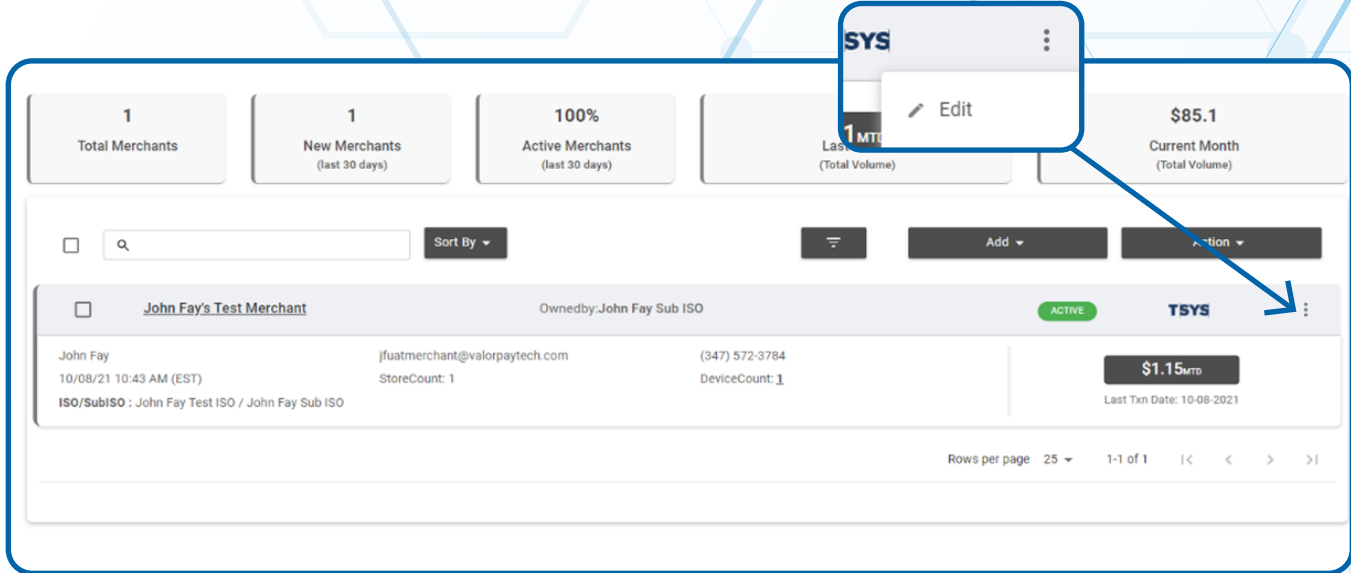
\$794.31K Last Month (Total Volume)

\$65.52K Current Month (Total Volume)

Merchant Name	Owned by	Status	Volume	Last Txn Date
The Plantronix aaaaaaaaa	Ownedby:ValorbaseSubiso	ACTIVE	\$134,423.44 <sub>MTD</sub>	09-07-2022
KS International	Ownedby:MARS PAYMENTS	ACTIVE	\$334,623.49 <sub>MTD</sub>	09-07-2022

## STEP 3

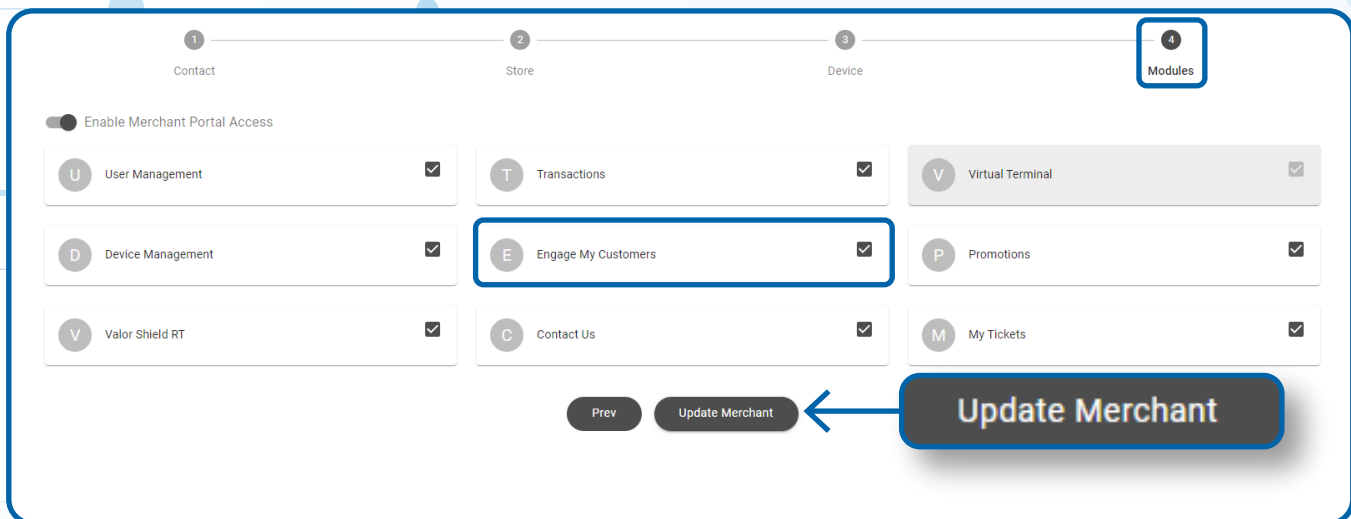
Select the **Vertical Ellipsis** on the top right corner of the **Merchant's** profile you would like to enable this for and select **Edit**.



The screenshot shows a dashboard with several summary cards at the top: Total Merchants (1), New Merchants (last 30 days) (1), Active Merchants (last 30 days) (100%), Last 1 MT (Total Volume), and Current Month (Total Volume) (\$85.1). Below these is a search bar and a table of merchants. The first merchant is 'John Fay's Test Merchant', owned by 'John Fay Sub ISO', with a status of 'ACTIVE' and a 'TSYS' logo. A callout box points to a vertical ellipsis menu in the top right corner of this merchant's profile, which contains an 'Edit' button.

## STEP 4

You will now be brought to your **Merchant Configuration Page** where you will need to navigate to the 4th section labeled **Modules**. Ensure you have the **Engage My Customers** tab toggled On and finally select **Update Merchant**.



The screenshot shows the 'Merchant Configuration Page' with four tabs: Contact, Store, Device, and Modules. The 'Modules' tab is selected and highlighted with a blue box. Below the tabs are several modules, each with a toggle switch and a checkmark. The 'Engage My Customers' module is highlighted with a blue box. At the bottom, there are three buttons: 'Prev', 'Update Merchant', and a larger 'Update Merchant' button with a blue border and an arrow pointing to it.