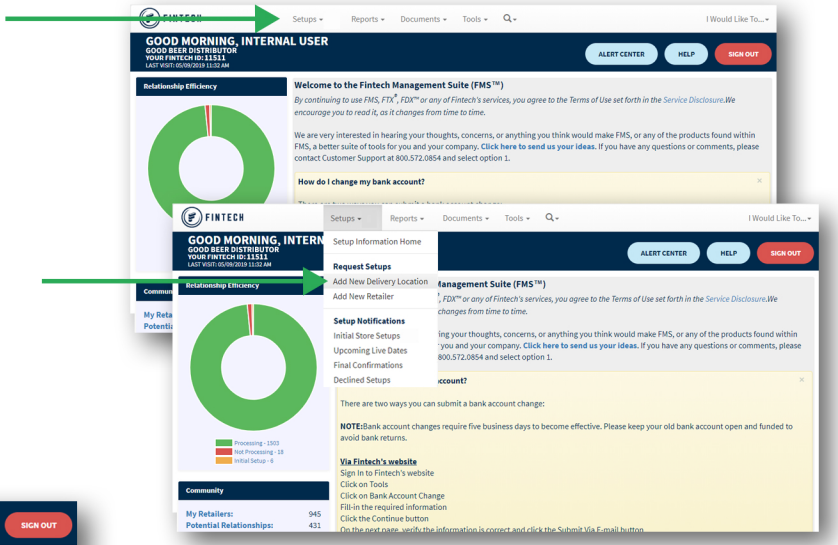
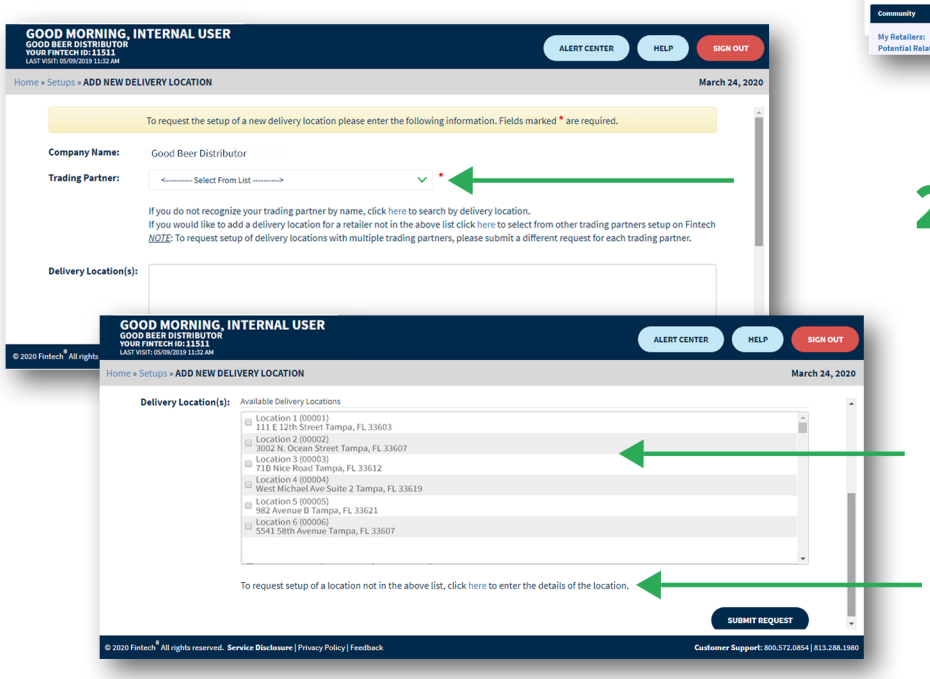
Adding New Delivery Locations

Setting new locations up for automated payments is easy! By adding all your delivery locations, you improve operational efficiencies across your entire business and save time and money!

1. From your FMS™ Dashboard, click “Setups” at the top of your screen. Then select “Add New Delivery Location” from the drop down.

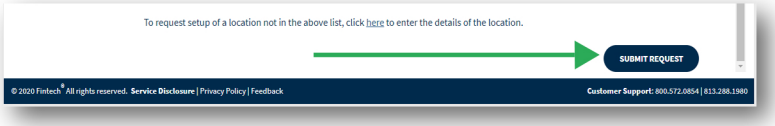




2. On the setup screen, choose your existing Fintech retailer from the drop down, then select the location(s) you need to set up. If you would like to set up a Fintech retailer that you are not already processing with, click the word “here” in the sentence below the drop down.

*If you don’t see your delivery location listed, click the word “here” in the sentence below the delivery locations box. From here, you can enter the details of the new location manually. Our team will use this information to reach out to the retailer regarding enrollment.

3. Click “Submit Request”! Your request will be sent to the Fintech Activation team and a copy will be emailed back to you. The Activation team will work on your request and contact you with any questions.



Have questions or need help submitting a request? Contact our Client Support team at 800-572-0854 option 1 or support@fintech.com.

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