FlashValet Portal
How to Add Validators

You can allow your departments, tenants, or shops to validate their customers directly. Here's how you can create validators in the FlashValet Portal.
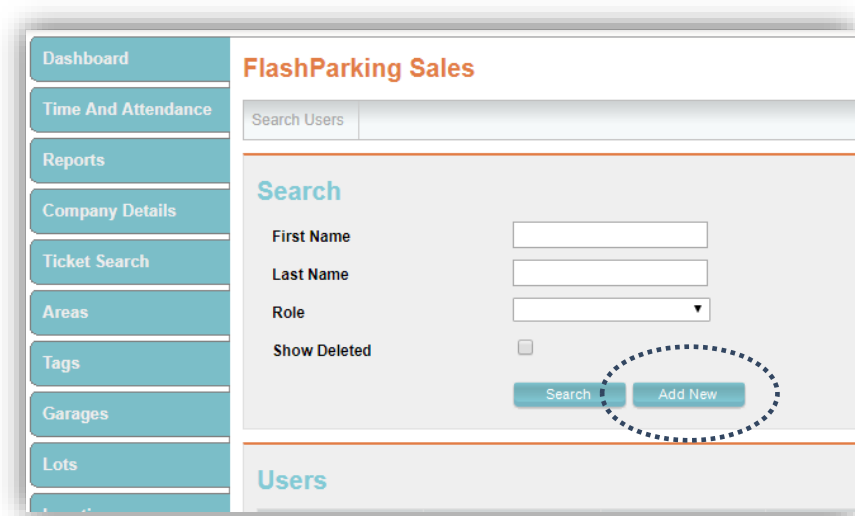
Topics:

Create Validation Account

1. Select the Validation Accounts tab on the left menu of the FlashValet Portal https://portal.flashvalet.com.

2. Select Add New.

3. Complete the required fields and select a Location (Please note: the username cannot be the same as an existing admin username.)

4. Select Save.

Add Validator to Location

1. Click the Locations tab on the left menu > select a location.

2. Select the Validators tab on the top menu.

3. Click Add New and enter the required information. (Provide the same user email address used in Create Validator User Step 3 above to skip the PIN.)

4. Select Can Validate and any additional desired options. (Note: Can Print Validation enables printed validation barcodes from the Validation Portal).

5. Select Save.

6. Optional: if applicable, select Department to designate a validator for reporting purposes.

Link Prices to a Validator

1. Select the Validation Accounts tab on the left menu and select the newly created Validation Account.

2. Select the applicable validation prices for this validator under Validation Prices.

3. (Optional: select the Validator Skip PIN option to remove the PIN requirement for this validator.)

4. Select Save.

Frequently Asked Questions

Why can't I log in?

Validator users log into the eValidation Portal at https://v.flashvalet.com and do not have access to the FlashValet (Admin) Portal (https://portal.flashvalet.com).

Why is the Skip PIN option grayed out?

Assign a user as a validator under the Validator tab to enable the Skip PIN option (see the Add Validator to Location step).

What reports can I pull to track validations?

Top validation reports available in the FlashValet Portal:
- eValidation Detail by Date and Validator
- eValidation Detail by Date and Price
- eValidation Detail by Date, Validator, and Department

Can I use the same username for the validation portal that I use for the FlashValet Portal or FlashValet App?

No, the validator account uses a different username than the one used to log in to the FlashValet Portal or FlashValet App.

What if I forget the PIN or need to change a validator's PIN?

A PIN can be reset and resent for each validator account under the orange Validator tab in the FlashValet Portal (Locations > select location > Validators).