

# Activate/Deactivate Recurring



## 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**  
PAYTECH

## Step 2

Select **Virtual Terminal** in the sidebar menu.

User Management

Transactions

**Virtual Terminal**

Device Management

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

Downloads

**\$1.15**  
Last Month  
(Total Volume)

**\$12.94**  
Current Month  
(Total Volume)

**\$12.94**  
Current Day  
(Total Volume)

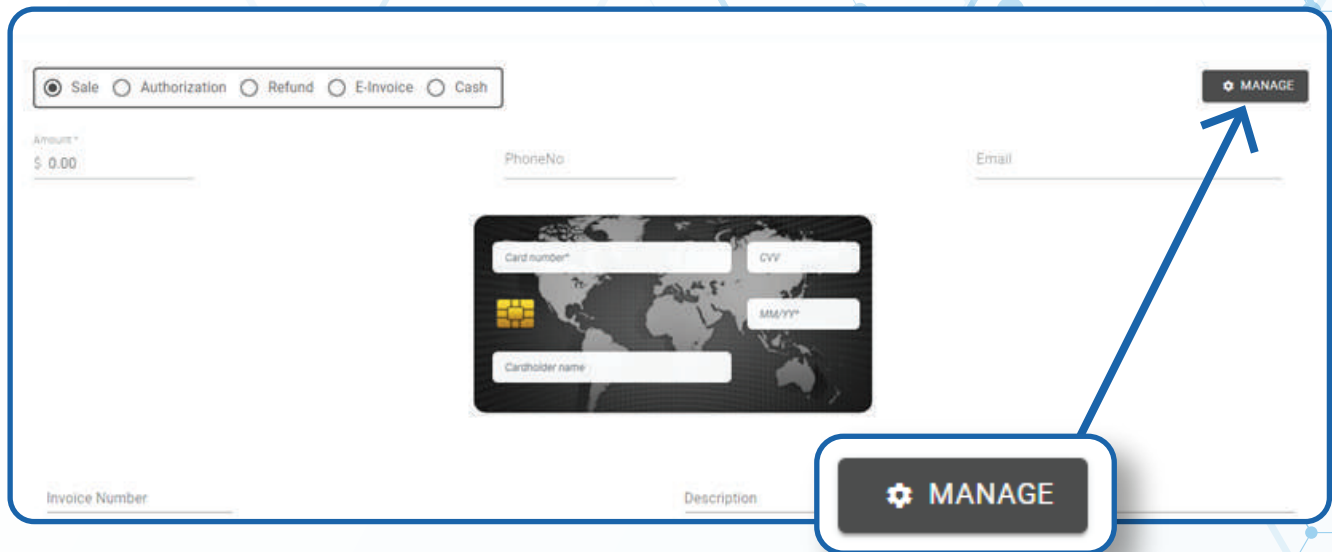
**\$0.2**  
Average Volume per day  
(last 3 Months)

**Current Month Transactions**

**Virtual Terminal**

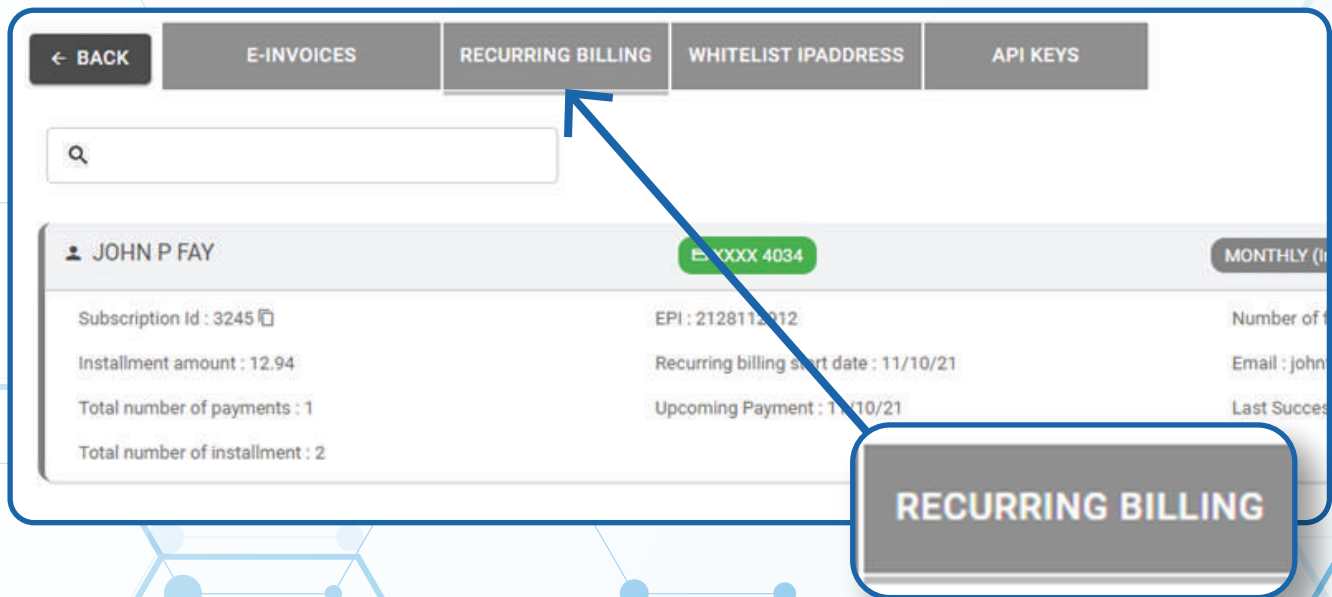
## Step 3

Select **Manage** on the top right-hand corner of the screen.



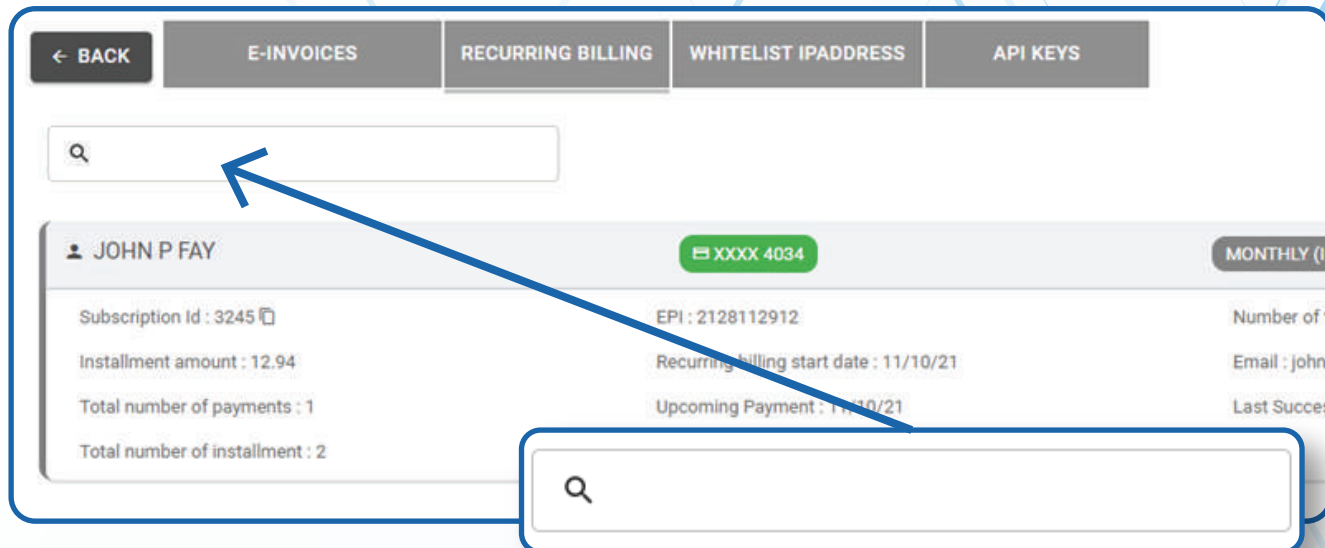
## Step 4

Select the **Recurring Billing** tab at the top of the screen.



## Step 5

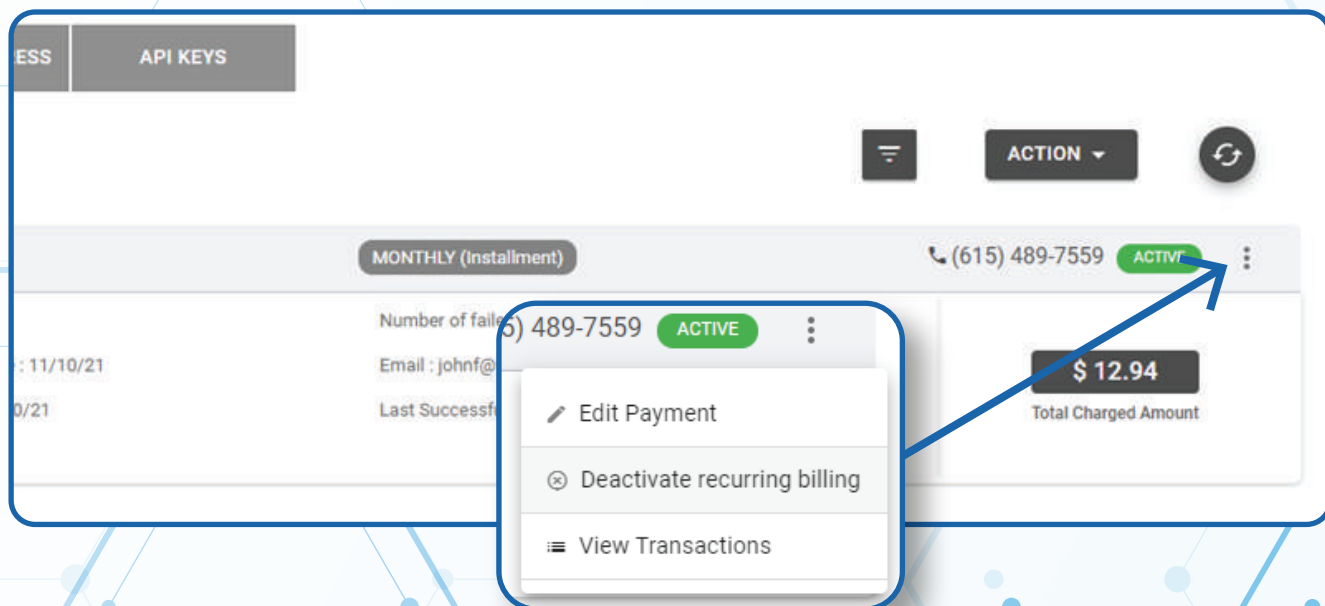
Use the search bar to look up the **Recurring Billing** you wish to activate/deactivate.



The screenshot shows a navigation bar with tabs: < BACK, E-INVOICES, RECURRING BILLING, WHITELIST IPADDRESS, and API KEYS. Below the navigation bar is a search bar with a magnifying glass icon. A blue arrow points from the search bar to a search bar located within a recurring billing snapshot for JOHN P FAY. The snapshot includes details such as Subscription Id: 3245, EPI: 2128112912, and an upcoming payment of \$12.94 on 11/10/21.

## Step 6

Once the bill comes up, select the **Vertical Ellipsis** on the top right of the snapshot and select **Activate/Deactivate Recurring**



The screenshot shows a recurring billing snapshot for a merchant with phone number (615) 489-7559. The status is ACTIVE. A vertical ellipsis menu is open on the right side of the snapshot, showing options: Edit Payment, Deactivate recurring billing, and View Transactions. A blue arrow points from the vertical ellipsis menu to the 'Deactivate recurring billing' option.