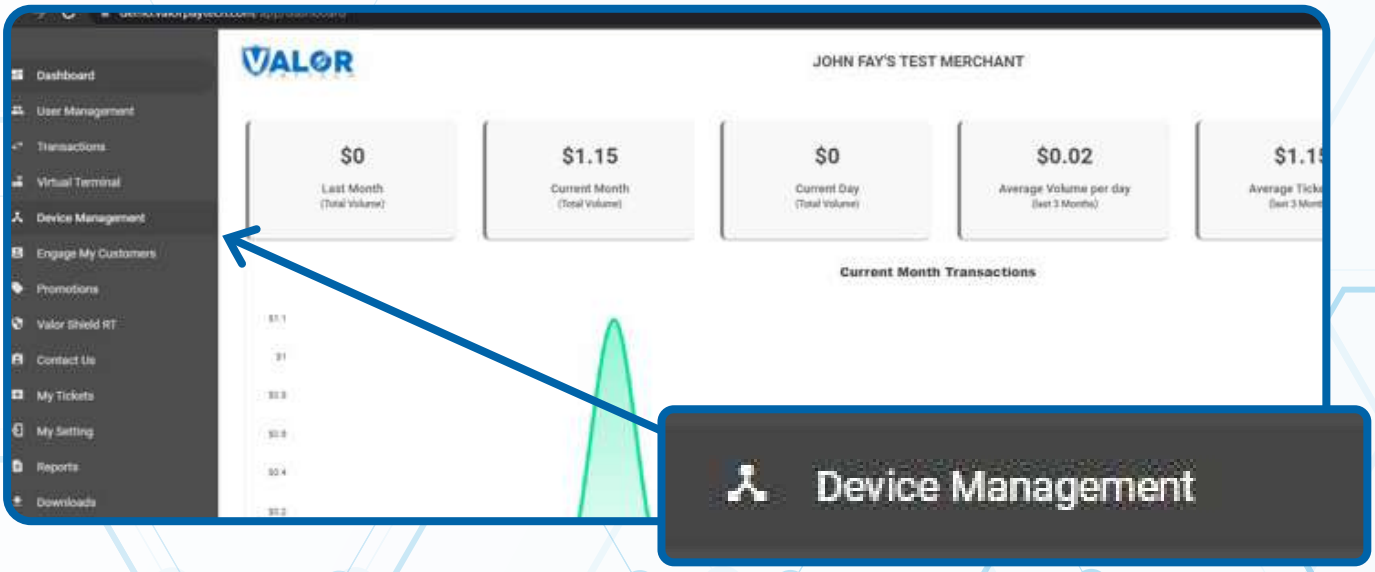
Adding Servers/Clerk in Portal

STEP 1

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

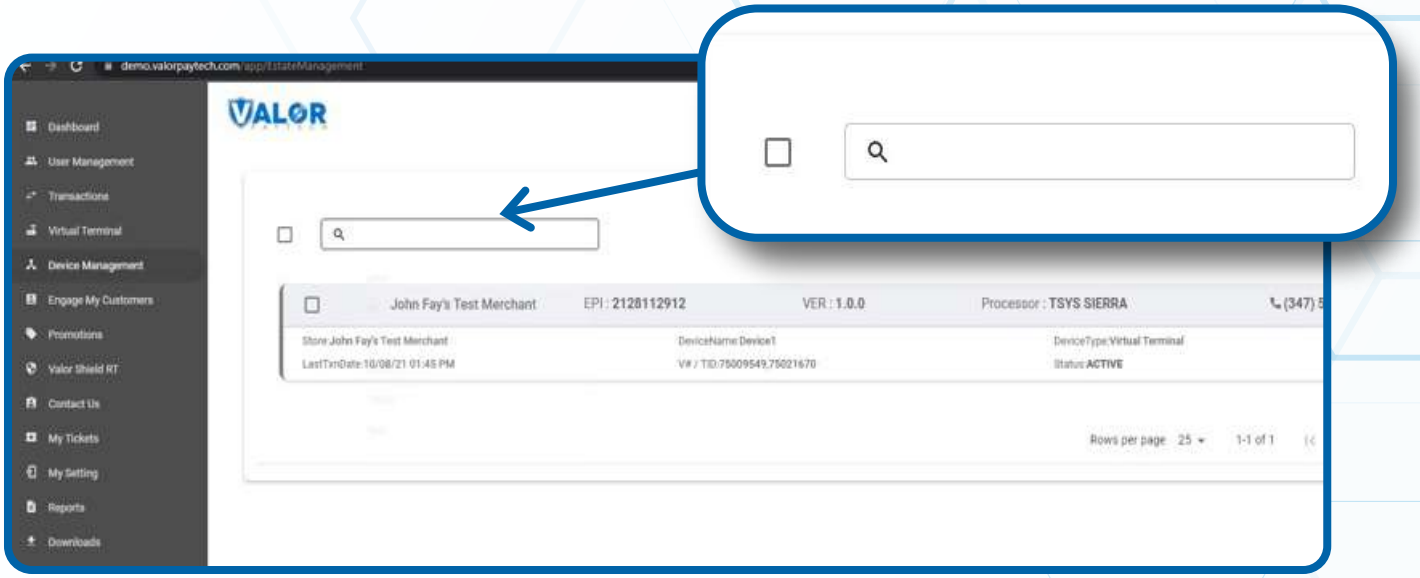
STEP 2

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



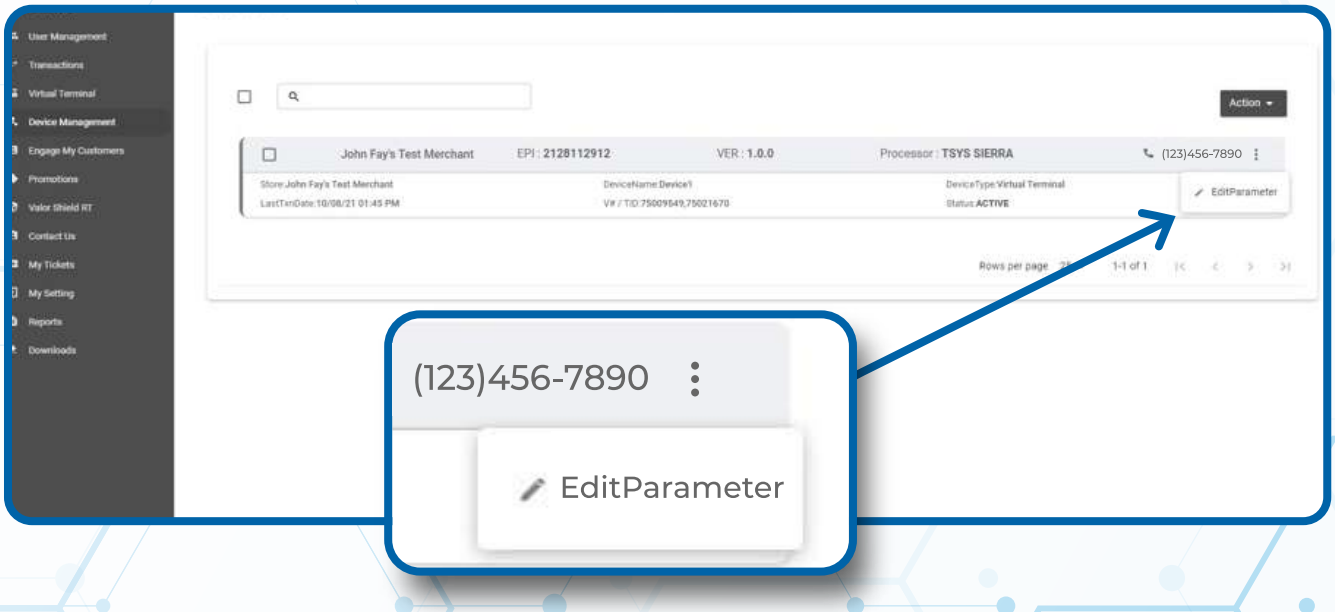
STEP 3

Use **search bar** to look up the EPI you want to add servers/clerks to.



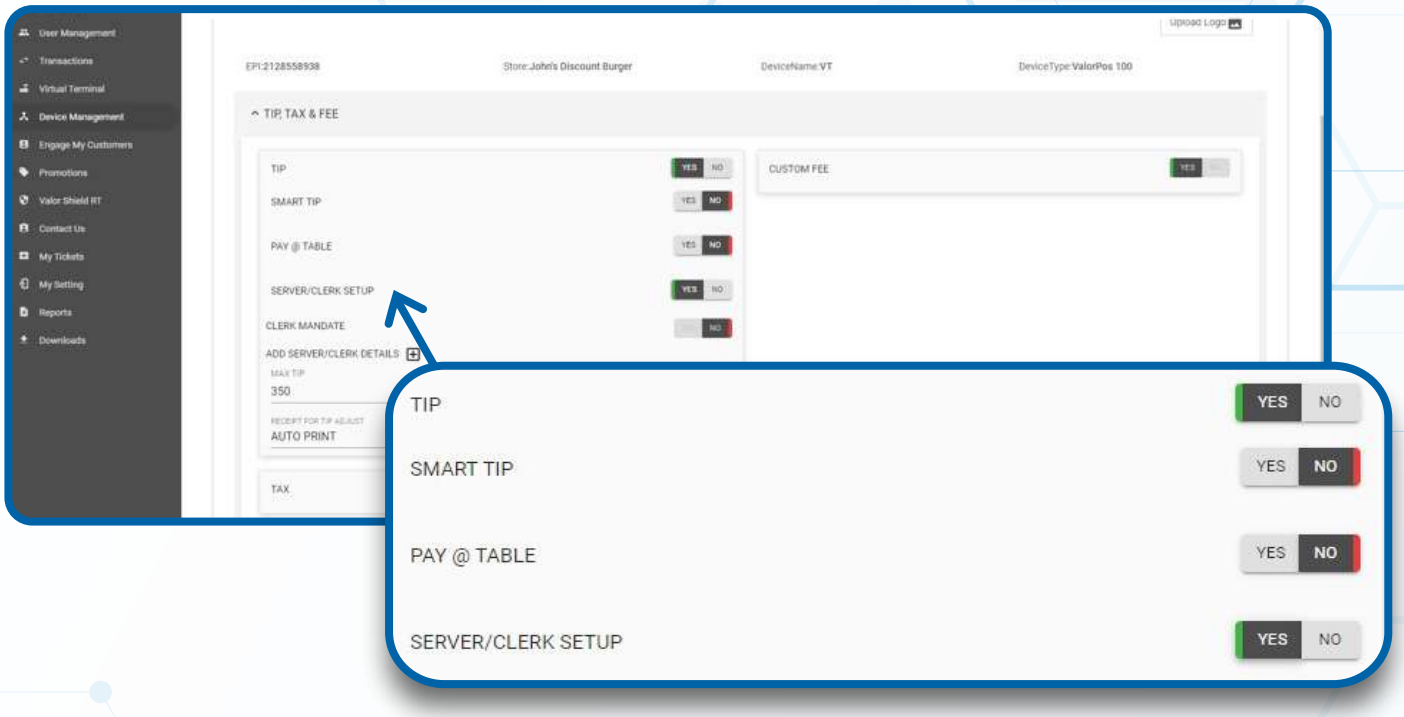
STEP 4

Once the device comes up, select the **vertical ellipsis (⋮)** on the top right of the snapshot and select **Edit Parameters.**



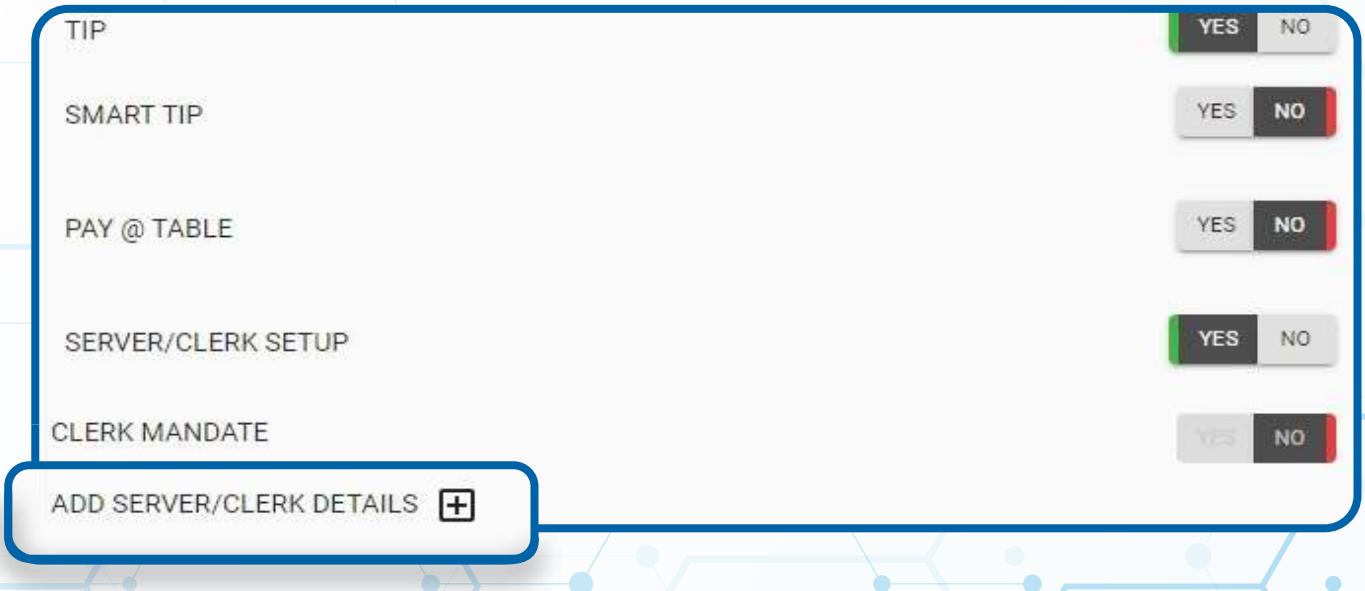
STEP 5

Within the Tip, Tax & Fee section, enable Tip and then enable Server/Clark Setup. *Please note that the option to force the merchant to enter a Server or Clerk ID is available- it is labeled as* **Clerk Mandate**.



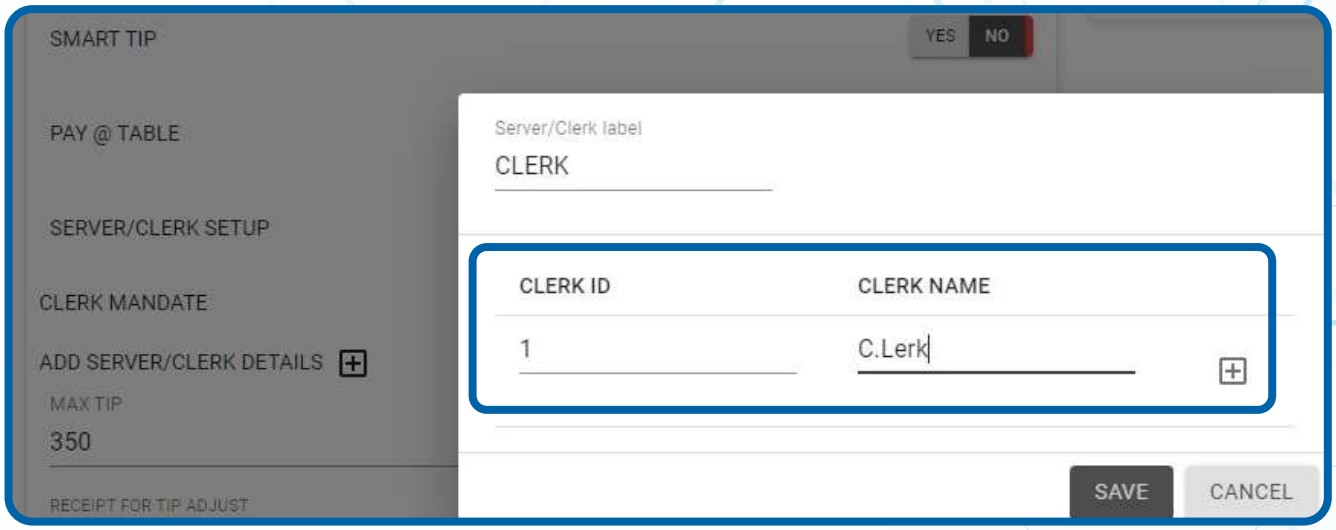
STEP 6

Click the ⊞ to the right of Add Server/Clerk Details.



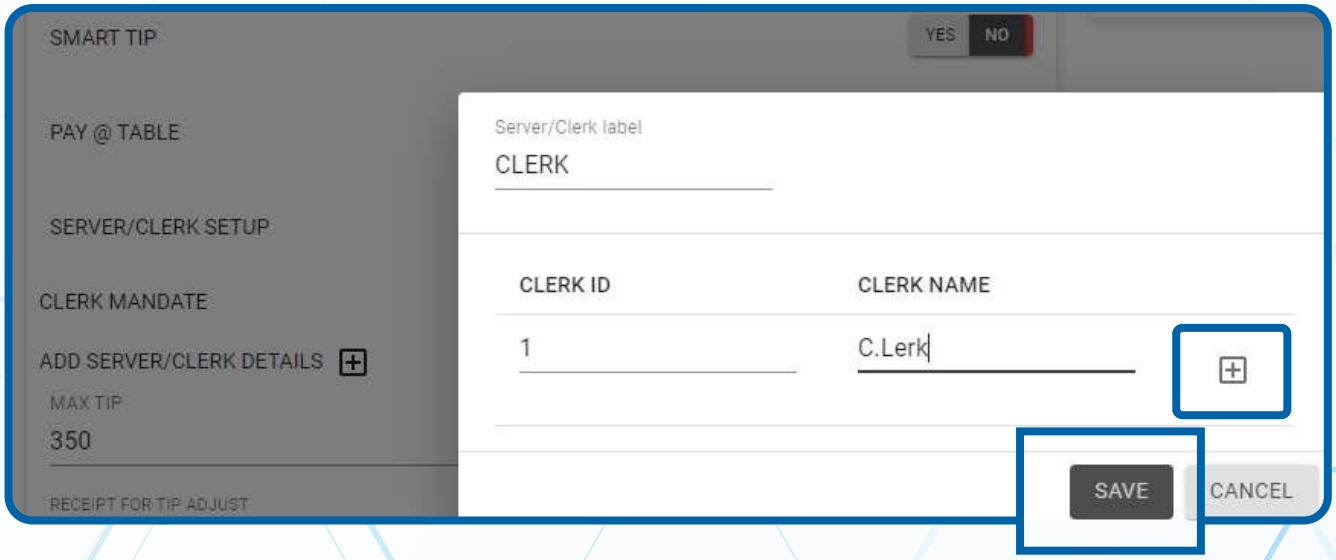
STEP 7

Enter the **Clerk ID** and **Clerk Name.**



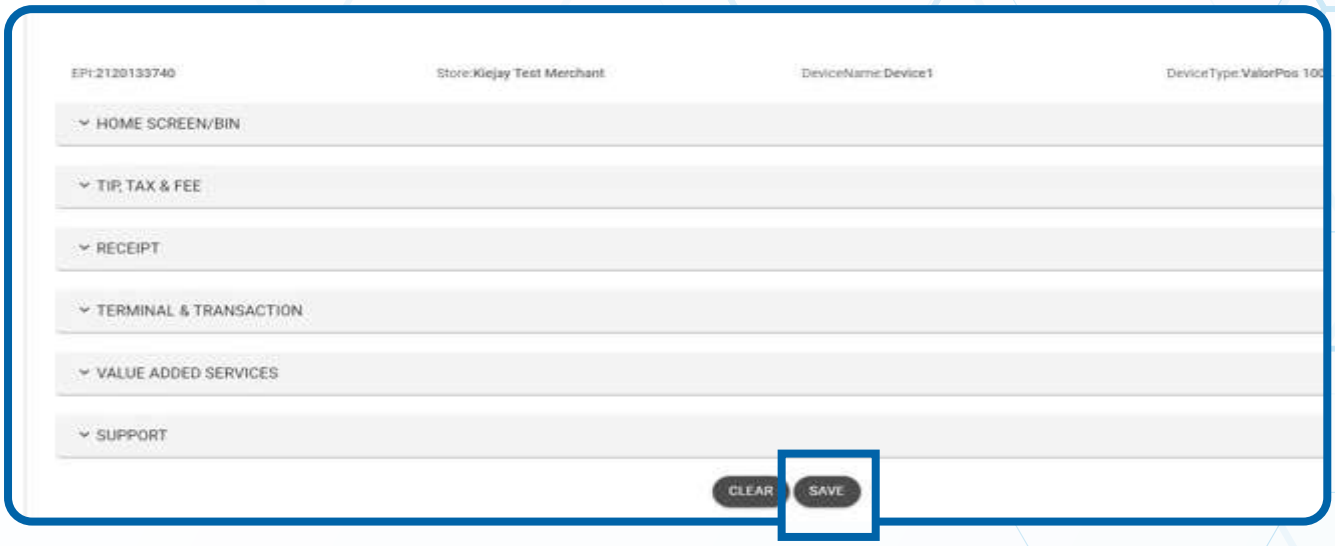
STEP 8

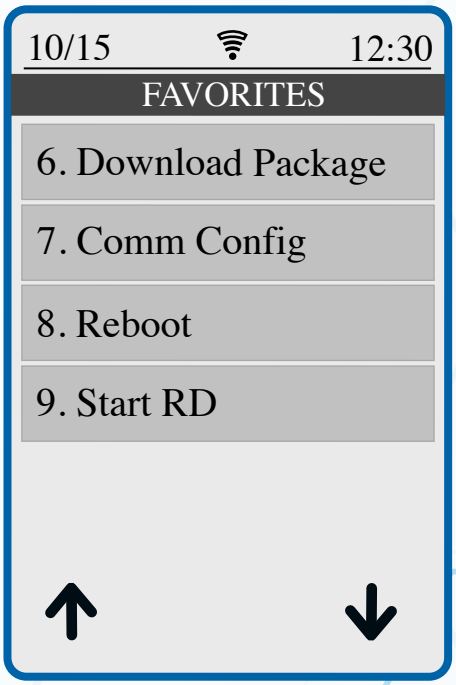
Press the ⊞ next to clerk name and select **Save.**



STEP 9

Scroll down and select **Save.**



STEP 10

After making parameter changes, you must perform a download on the device by pressing:
★ > 6 > OK button