



Changing Label for Custom Fee

STEP 1

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

Email

Password

Remember Me [Forgot Password](#)

SIGN IN

VALOR
PAYTECH

STEP 2

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

Dashboard

User Management

Transactions

Virtual Terminal

Device Management

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

Downloads

VALOR

JOHN FAY'S TEST MERCHANT

\$0
Last Month (Total Volume)

\$1.15
Current Month (Total Volume)

\$0
Current Day (Total Volume)

\$0.02
Average Volume per day (last 3 Months)

\$1.15
Average Ticket (last 3 Months)

Current Month Transactions

\$1.1

\$1

\$0.0

\$0.0

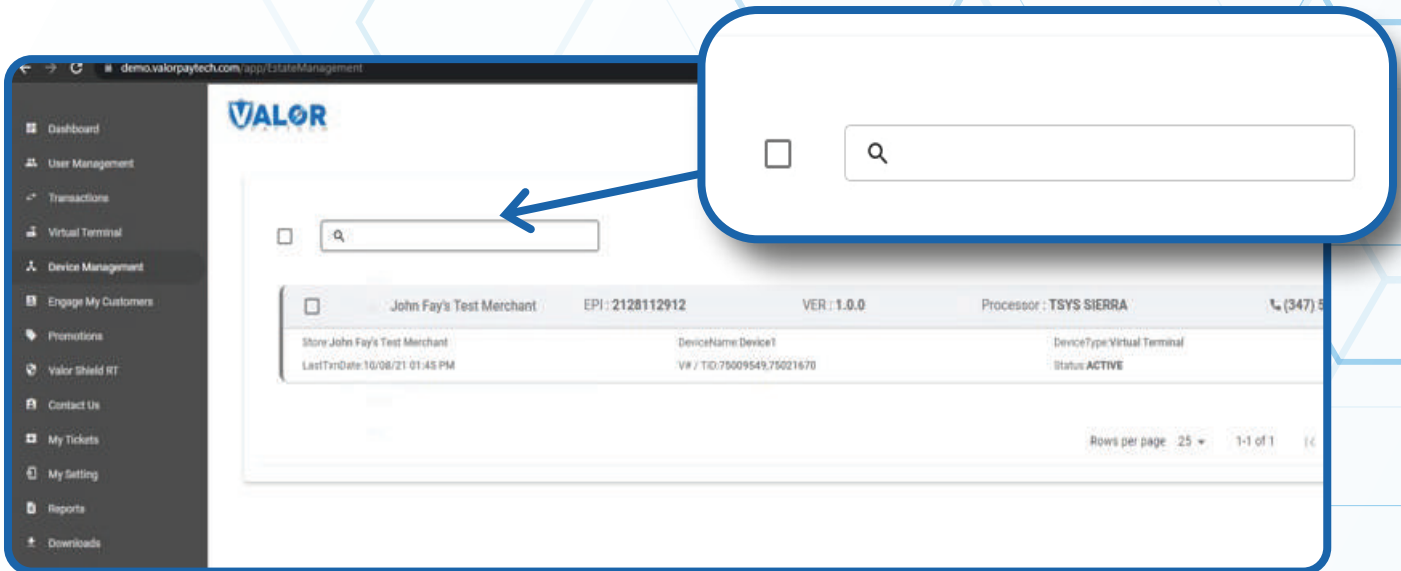
\$0.4

\$0.2

Device Management

STEP 3

Use **search bar** to look up the EPI you want to Change the Label for **Custom Fee**.

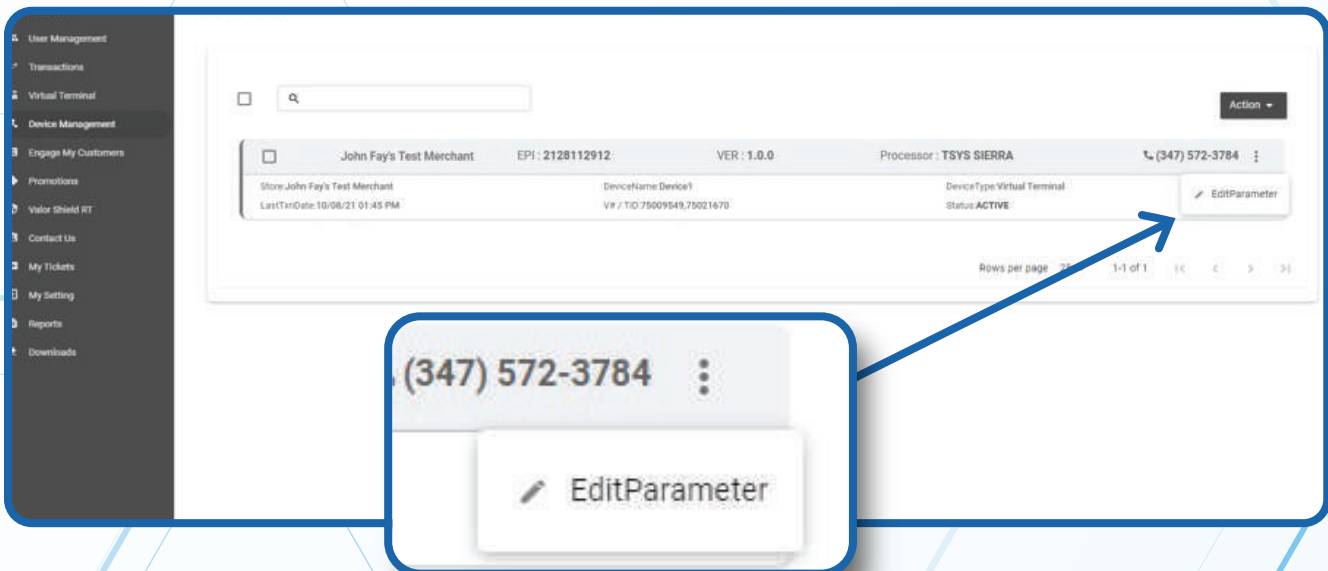


The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar is a table of devices. The table has columns for Merchant Name, EPI, Version, Processor, and Phone Number. The first row shows 'John Fay's Test Merchant' with EPI '2128112912' and Processor 'TSYS SIERRA'. Below the table, there is a 'Rows per page' dropdown set to '25' and '1-1 of 1'.

Merchant Name	EPI	Version	Processor	Phone Number
John Fay's Test Merchant	2128112912	1.0.0	TSYS SIERRA	(347) 572-3784

STEP 4

Once the device comes up, select the **Vertical Ellipsis** on the top right of the snapshot and select **Edit Parameters**

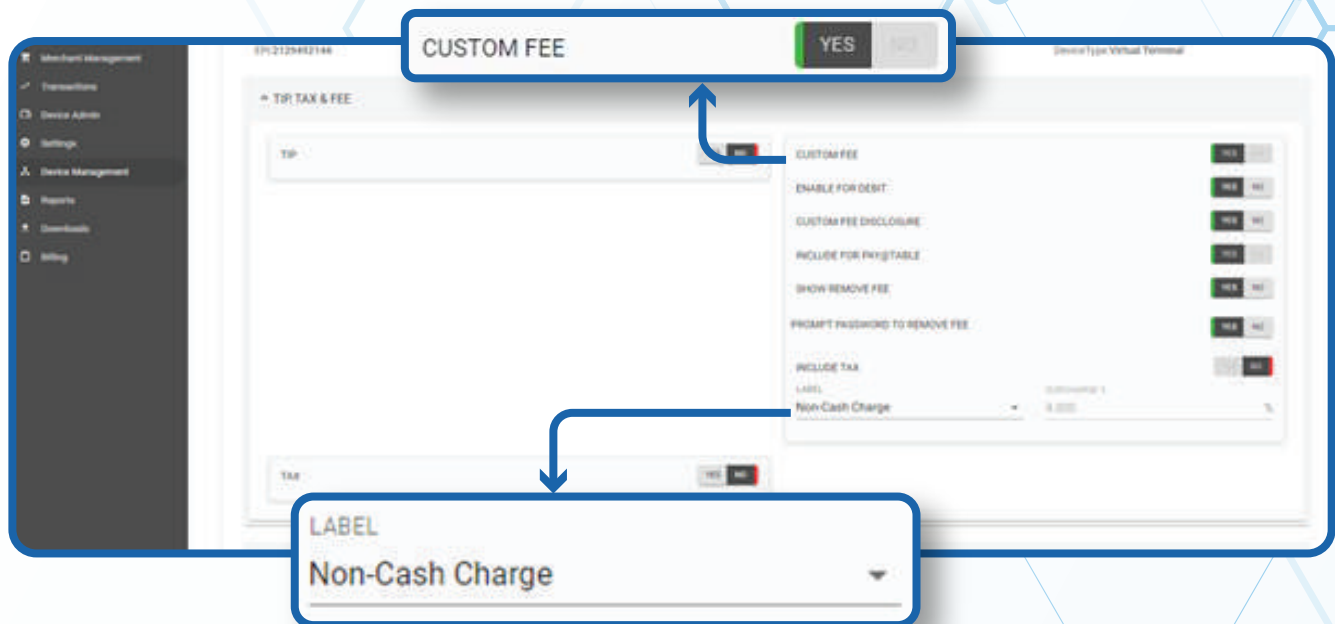


The screenshot shows the VALOR Merchant Portal interface. A blue box highlights the 'Edit Parameters' button in the table. A callout box shows a close-up of the button, which is labeled 'EditParameter' and has a pencil icon. The callout box also shows the phone number '(347) 572-3784' and a vertical ellipsis icon.

Merchant Name	EPI	Version	Processor	Phone Number	Action
John Fay's Test Merchant	2128112912	1.0.0	TSYS SIERRA	(347) 572-3784	EditParameter

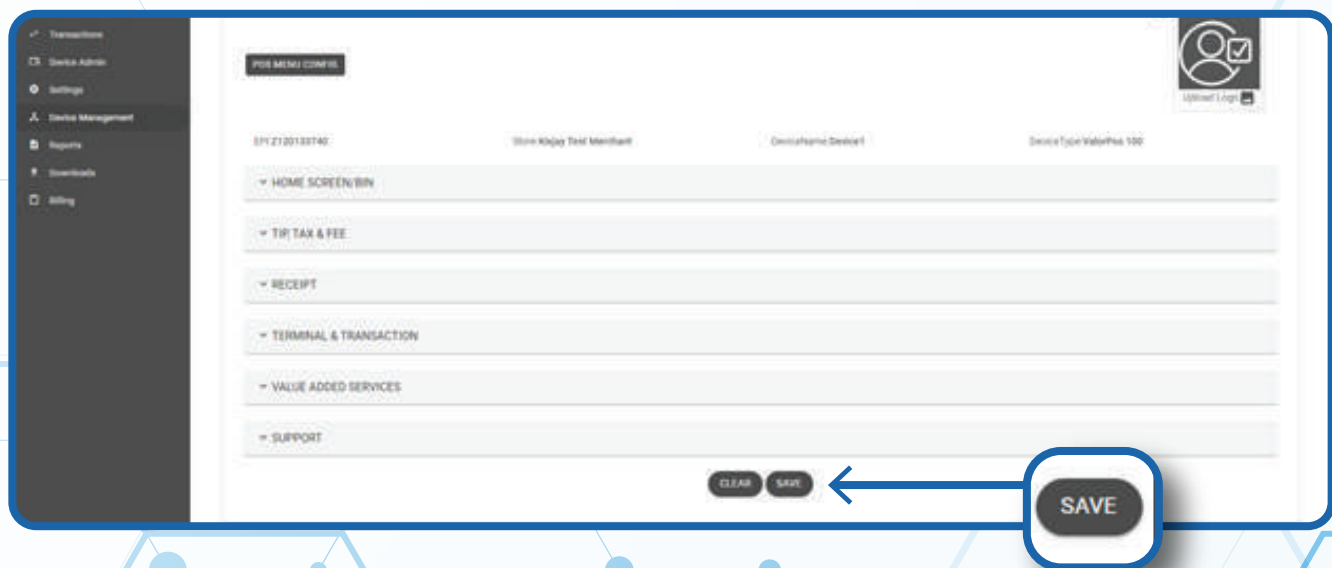
STEP 5

Within the **Tip, Tax & Fee** section, enable **Custom Fee** and set your **Label** by filling out the field.



STEP 6

Scroll down and select **Save**.



STEP 7

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

