



Changing Receipt Print Options

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

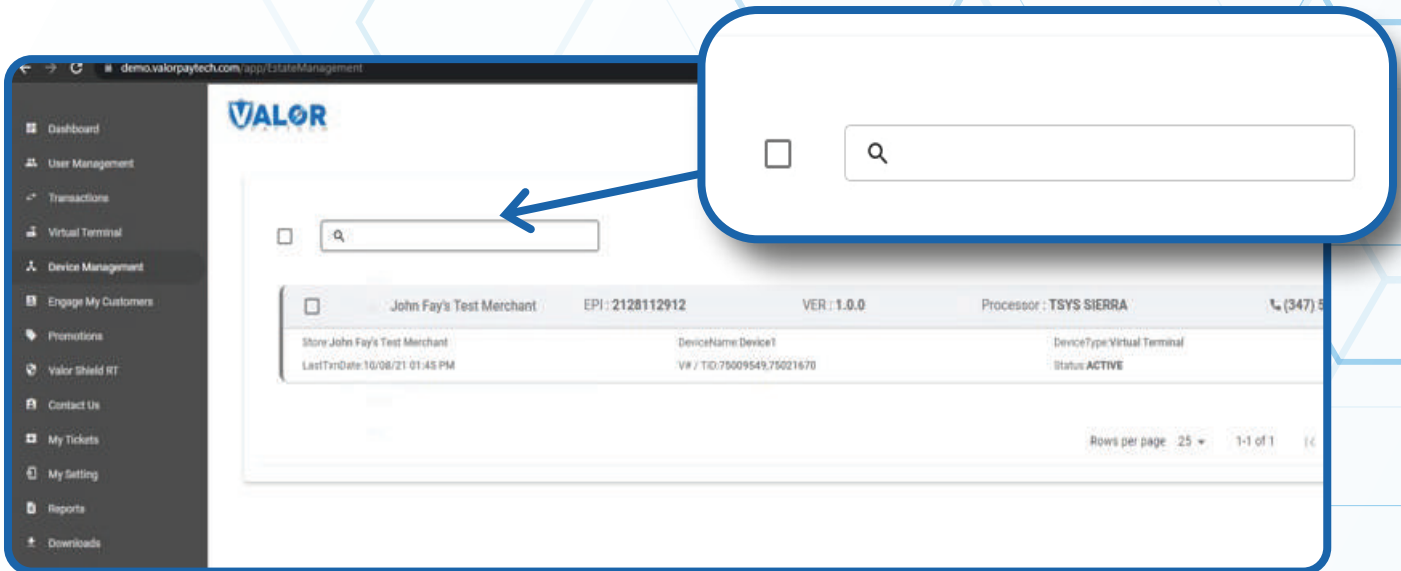
\$0 Last Month (Total Volume)	\$1.15 Current Month (Total Volume)	\$0 Current Day (Total Volume)	\$0.02 Average Volume per day (last 3 Months)	\$1.15 Average Ticket (last 3 Months)
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Current Month Transactions

Device Management

STEP 3

Use search bar to look up the EPI you want to Change **Receipt Print Options** for.

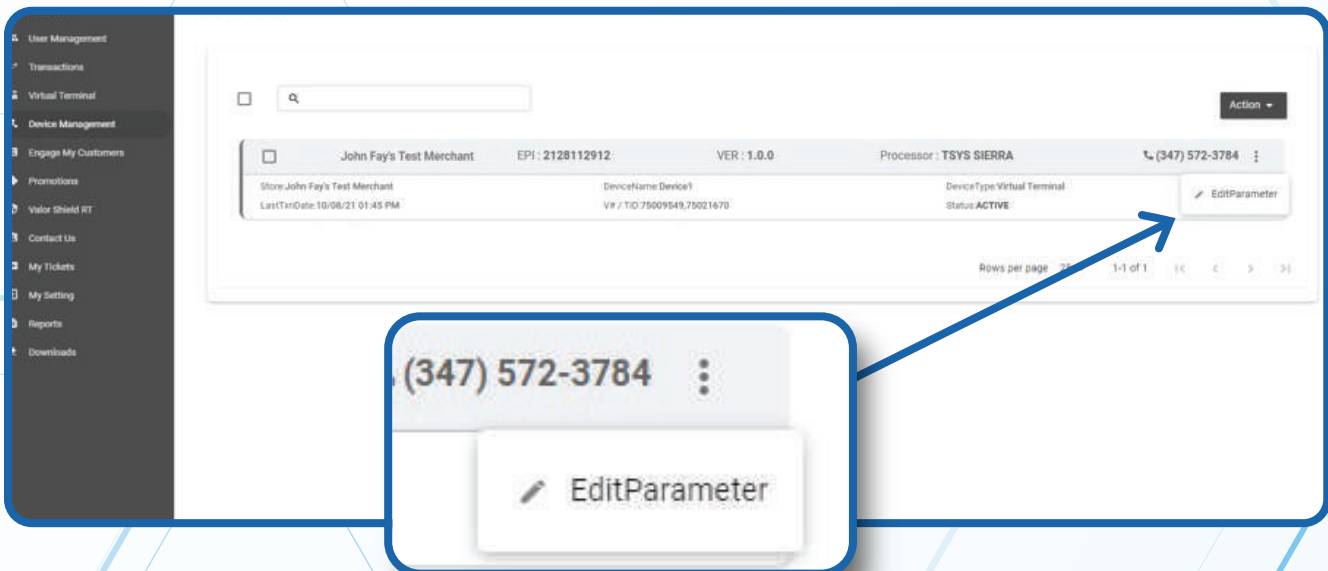


The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar is a table of devices. The table has columns for Merchant Name, EPI, Version, Processor, and Phone Number. The first row is highlighted.

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**

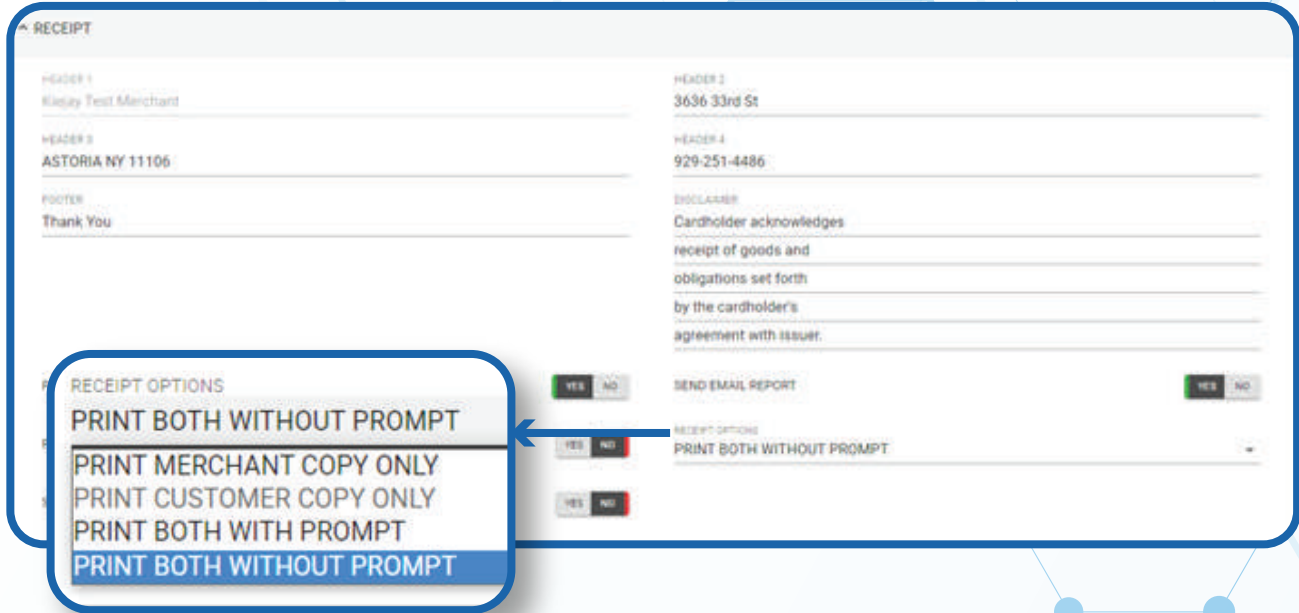


The screenshot shows the VALOR Merchant Portal interface. A blue box highlights the 'Edit Parameters' button in the table. A callout box shows a close-up of the button, which is labeled 'EditParameter'.

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

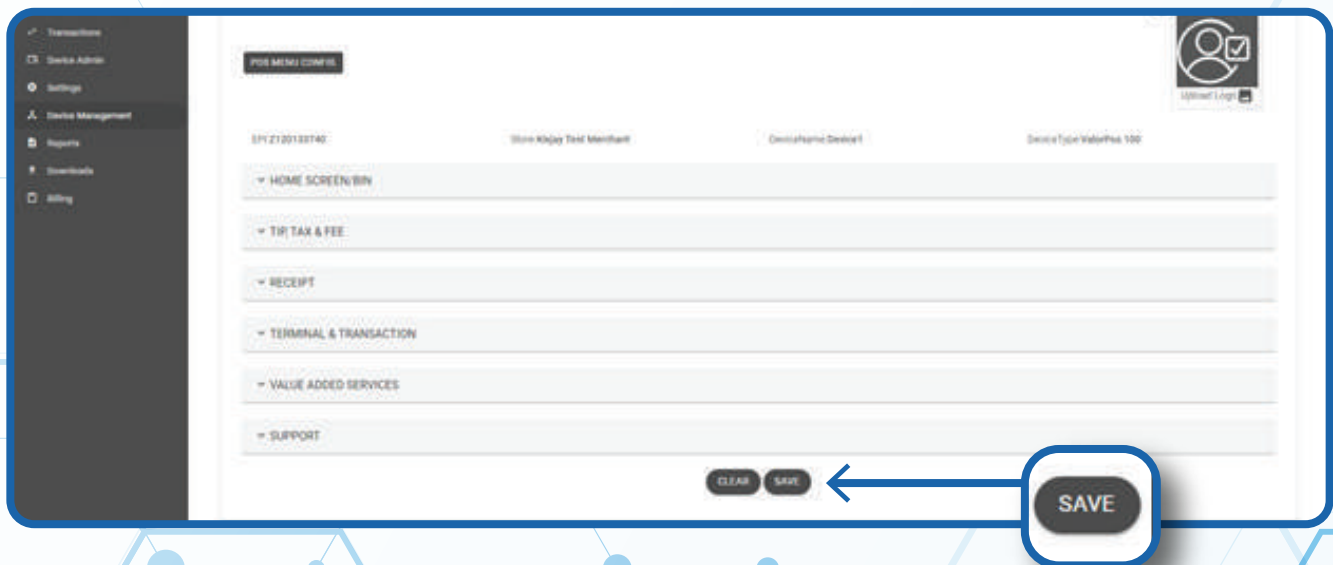
Within the **Receipt** section, expand the list under **Receipt Options** and make your selection.



The screenshot shows a configuration page for a receipt. It includes fields for header information (Merchant Name, Address, Phone), a footer (Thank You), and a disclaimer. The 'RECEIPT OPTIONS' section is expanded, showing a list of options: 'PRINT BOTH WITHOUT PROMPT', 'PRINT MERCHANT COPY ONLY', 'PRINT CUSTOMER COPY ONLY', 'PRINT BOTH WITH PROMPT', and 'PRINT BOTH WITHOUT PROMPT'. The last option is highlighted in blue. A blue arrow points from this option to the 'RECEIPT OPTIONS' dropdown menu in the main form area.

STEP 6

Scroll down and select **Save**.



The screenshot shows the Merchant Portal settings page. The 'RECEIPT' section is expanded. At the bottom of the page, there are 'CLEAR' and 'SAVE' buttons. A blue arrow points from the 'SAVE' button to a blue-bordered box that highlights the 'SAVE' button.

STEP 7

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

