Deleting an EPI

STEP 1

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

Email		
Password		
Remember Me	Forgot Password	

STEP 2

Select Merchant Management in the sidebar menu.



Use the **search bar** to look up the EPI you want to delete.

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STEP 4

When the Merchant comes up, select the **Vertical Ellipsis (:)** on the top right of the merchant snapshot and select **Edit.**

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Select **Device** at the top of the page to go to the **Device** page.

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STEP 6

Select the **Device** you want to delete the EPI for from the drop-down menu at the top of the **Device** page.

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Replace the existing **VAR** information with filler information under **Cash Discount/Surcharge** and **Traditional** for the EPI you want to delete. Example: Replace the MID with 1111111111, V# number 22222222.

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STEP 8

Select Update Device.

Note: You may be prompted to add another device. If you're not adding any new devices, you may select No.

Custom fee %	3.500				
Next			+ Upda	te Device	Ļ
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Select Update Merchant at the bottom of the screen.

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Device Management	2	Engage My Customers	2	Promotions	
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STEP 10

After updating the Merchant, use the **search bar** to look up the EPI you want to delete.

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When the Merchant comes up, select the Vertical Ellipsis (:) on the top right of the Merchant snapshot and select Edit.

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STEP 12

Select **Store** at the top of the Merchant's page to go to the Merchant's **Store** page.

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Select the **Store** that has the **Device EPI** you wish to delete from the drop-down menu.

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			John Fay's Test	Merchant	

STEP 14

Press the Grey X to the right to the device you wish to delete the EPI for. Note: You will be prompted to confirm you wish to remove the Device. Select Yes if you want to delete that EPI

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Select **Modules** at the top of your screen, and then select **Update Merchant.**



