

Deleting an EPI



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 **Merchant Management** in the sidebar menu.

Dashboard

User Management

Merchant Management

Transactions

Remote Diagnostics

Device Management

Valor Shield RT

Contact Us

Support

My Setting

Reports

Downloads

1
Total Merchants

1
Devices

1
New Merchants
(last 30 days)

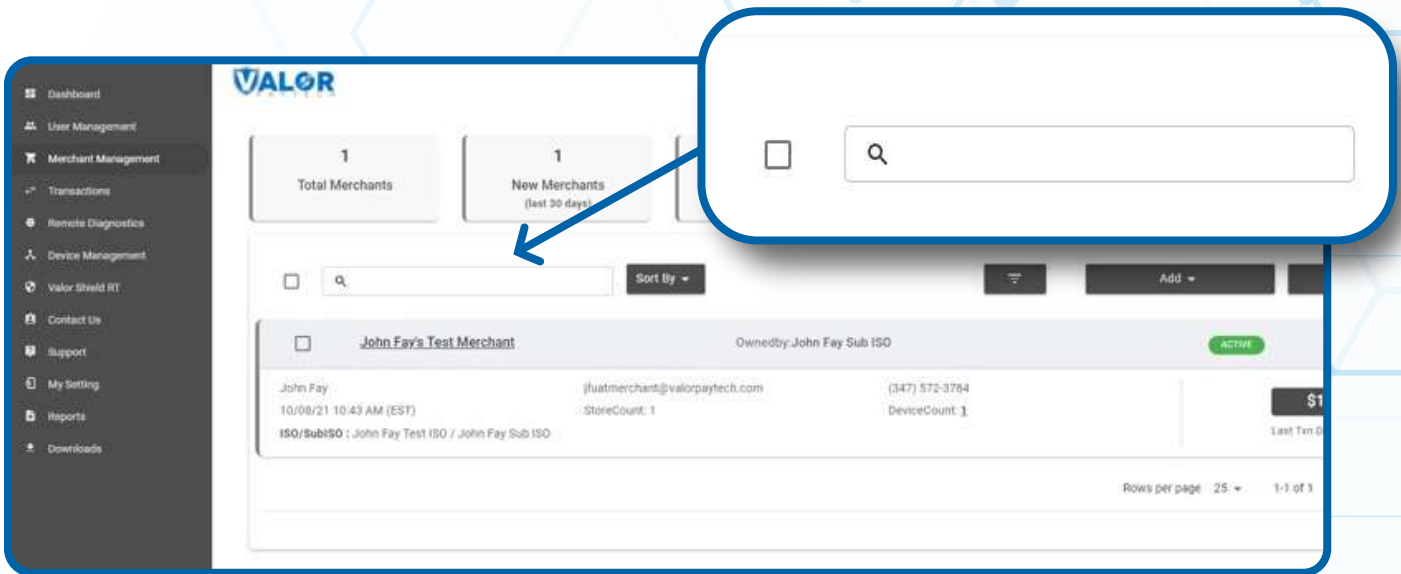
1
Active
(last 30 days)

Current Month Transactions

Merchant Management

STEP 3

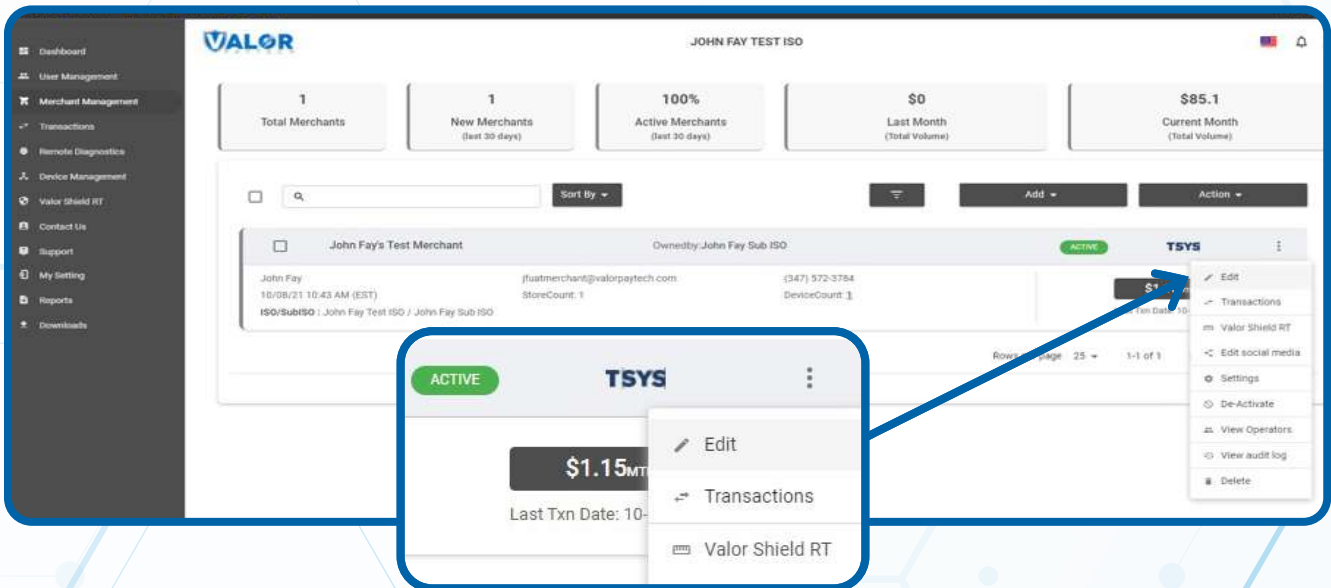
Use the **search bar** to look up the EPI you want to delete.



The screenshot shows the VALOR merchant management interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar, a merchant entry for "John Fay's Test Merchant" is visible. The merchant is owned by "John Fay Sub ISO" and is in an "ACTIVE" state. The merchant details include: John Fay, 10/08/21 10:43 AM (EST), jfuatmerchant@valorpaytech.com, (347) 572-3784, StoreCount: 1, DeviceCount: 1, and ISO/SubISO: John Fay Test ISO / John Fay Sub ISO. The interface also shows a sidebar with navigation options and a top navigation bar with a search bar and a "Sort By" dropdown.

STEP 4

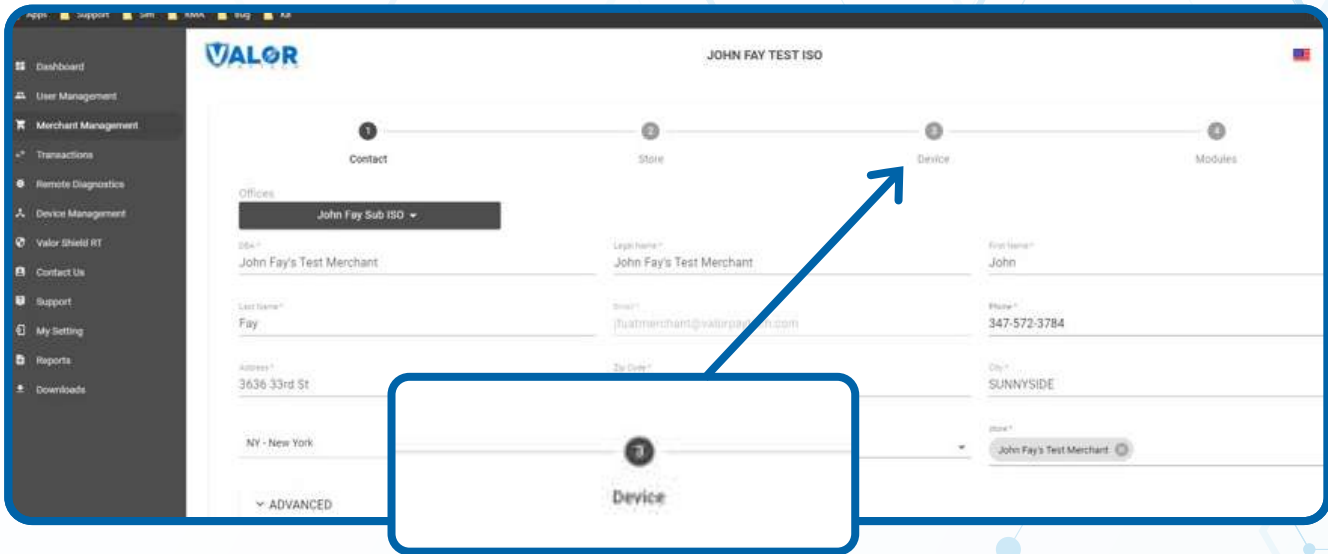
When the Merchant comes up, select the **Vertical Ellipsis (:)** on the top right of the merchant snapshot and select **Edit**.



The screenshot shows the VALOR merchant management interface with the merchant entry for "John Fay's Test Merchant" selected. The merchant is owned by "John Fay Sub ISO" and is in an "ACTIVE" state. The merchant details include: John Fay, 10/08/21 10:43 AM (EST), jfuatmerchant@valorpaytech.com, (347) 572-3784, StoreCount: 1, DeviceCount: 1, and ISO/SubISO: John Fay Test ISO / John Fay Sub ISO. The interface also shows a sidebar with navigation options and a top navigation bar with a search bar and a "Sort By" dropdown. A blue box highlights the vertical ellipsis menu on the top right of the merchant snapshot, and an arrow points to the "Edit" option in the menu.

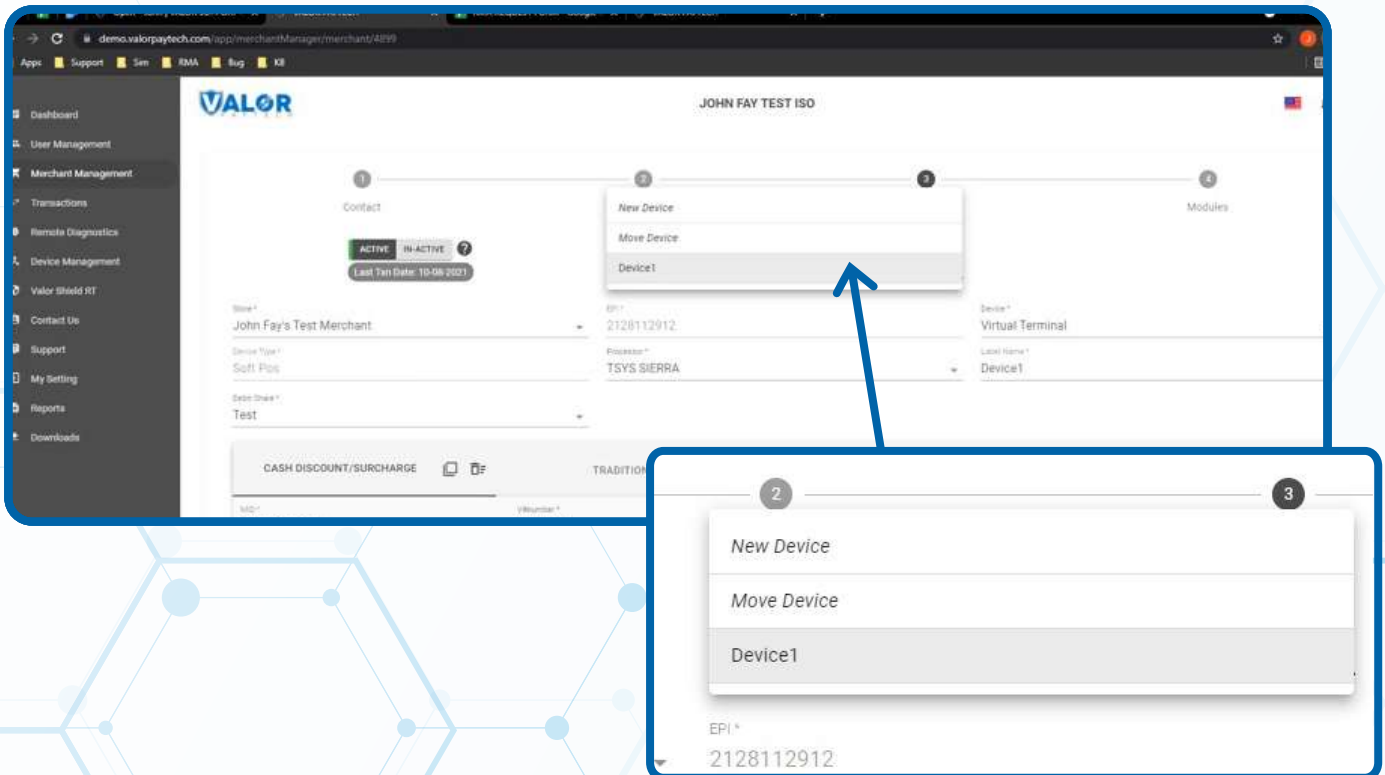
STEP 5

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



STEP 6

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



STEP 7

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 111111111111, V# number 22222222.

John Fay's Test Merchant | 2128112912 | Virtual Terminal

Device Type: Soft Pos | Processor: TSYS-SIERRA | Label Name: Device1

Batch Size: Test

CASH DISCOUNT/SURCHARGE | TRADITIONAL | GIFT CARD

MID: 111111111111 | V# number: 22222222

Store no.: 3333 | Term No.: 4444

Agent Bank Number: 555557 | Chain: 666666

Agent: 7777 | EST Cash | EST Food | FNS NO | Flat fee amount \$ | Custom fee % | Custom fee %: 3.500

+ Update Device

Prev | Next

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.

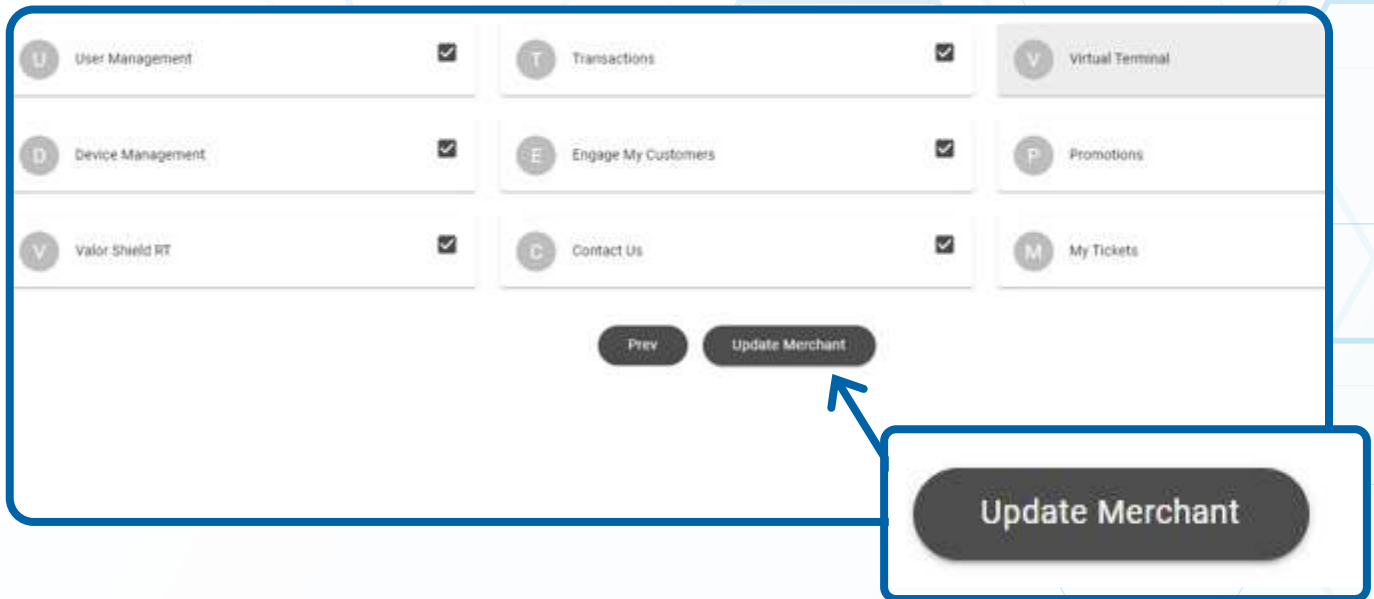
Custom fee % | 3.500

+ Update Device

Next

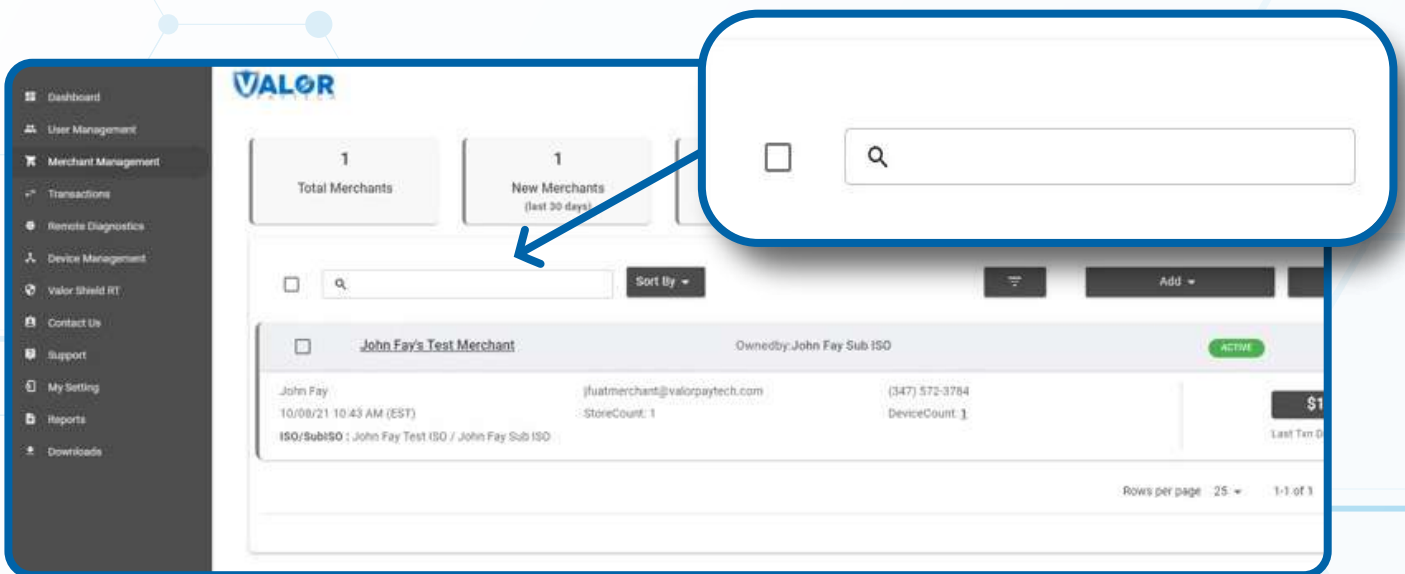
STEP 9

Select **Update Merchant** at the bottom of the screen.



STEP 10

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



STEP 11

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

The screenshot shows a dashboard with several summary cards at the top: '1 Total Merchants', '1 New Merchants (last 30 days)', '100% Active Merchants (last 30 days)', 'Last Month (Total Volume)', and 'Current Month (Total Volume) \$85.1'. Below these is a search bar and a 'Sort by' dropdown. A table lists merchants, with the first entry being 'John Fay's Test Merchant'. A blue callout box highlights the 'Edit' button in the vertical ellipsis menu on the right side of the merchant's row. Other menu items include 'Transactions', 'Valor Shield RT', 'Edit social media', 'Settings', 'De-Activate', and 'View Operators'.

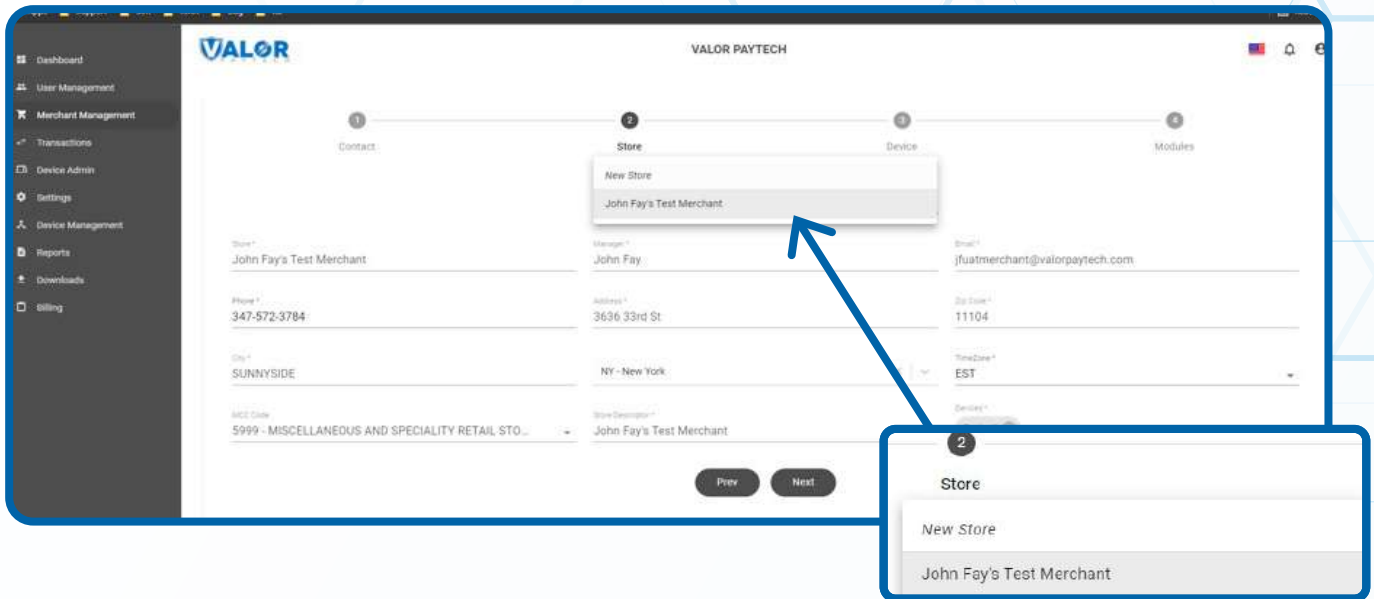
STEP 12

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

The screenshot shows the 'JOHN FAY TEST ISO' merchant page. At the top, there are three tabs: 'Contact', 'Store', and 'Device'. A blue callout box highlights the 'Store' tab. Below the tabs is a section for 'Offices' with a dropdown menu set to 'John Fay Sub ISO'. The main content area displays merchant details: 'Legal Name: John Fay's Test Merchant', 'First Name: John', 'Last Name: Fay', 'Email: [fuatmerchant@valorpaytech.com]', and 'Phone: 347-572-3784'. At the bottom, there is a 'Store' tab highlighted in a blue callout box.

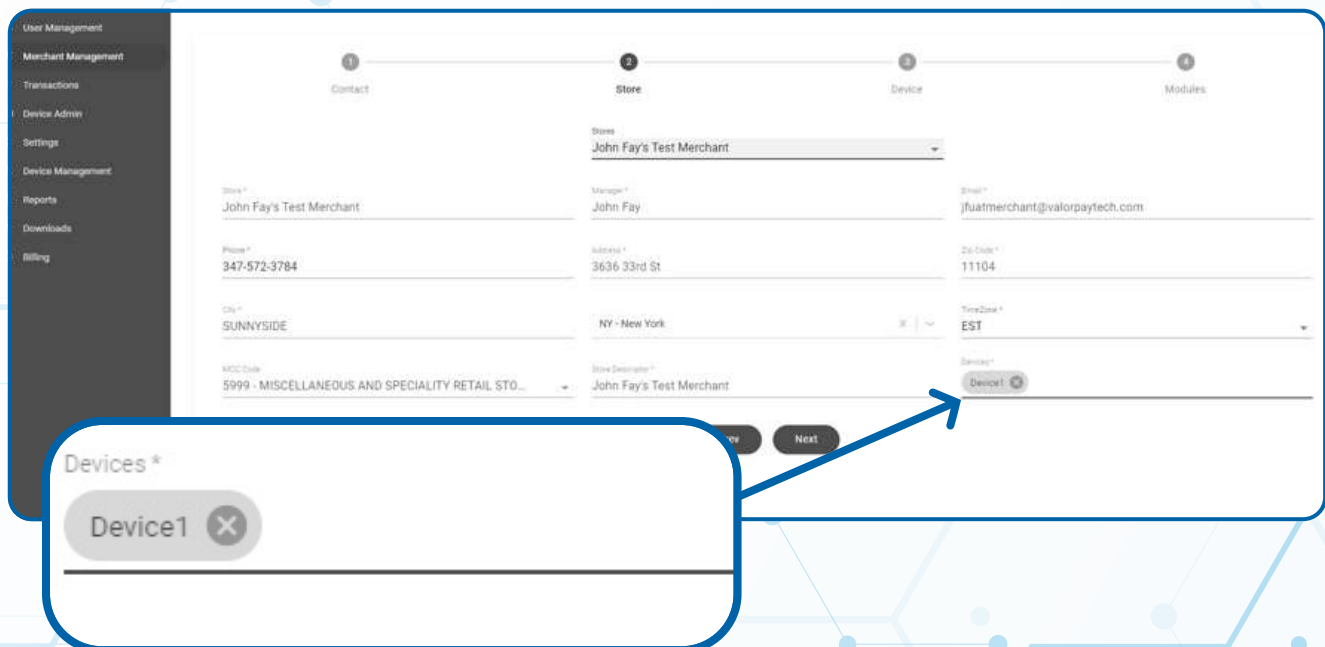
STEP 13

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



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*



STEP 15

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

