

# Step 1



From you portal login, select the Virtual Terminal tab from the Sidebar

#### Step 2

Virtual Terminal	Sale O Authority	orization O Refund O E-Invoi	ce		MANAGE
Contract Device Management	Amount *		Ernal		
Engage My Customers	\$ 0.00	PhoneNo	amanisylvester@yahoo.com	descriptor	0
Promotions					
Valor Shield RT	XXXX5008	TELEVISE USE			
Contact Us	XXXX5744		Card number* CVV		
My Tickets			MM/77*		
D My Setting			and the second second		
3 Reports			Cardholder name		
Downloads					
D My Setting B Reports t Downloads			Cartholder name		

Enter in an email or phone number associated to the card you want to remove. You will see corresponding cards populate on the left hand side.

## Step 3

Virtual Terminal	Sale O Autho	rization O Refund O E-Invoic	>			MANAGE
Device Management	Amount *		Email			
Engage My Customers	\$ 0.00	PhoneNo	amanisylvester@yaho			0
Promotions				LISE	=	
Valor Shield RT	XXXX5008			USE	×	
Contact Us	XXXX5744		Card number*			
My Tickets						
My Setting				USE	一 南	
Reports			Cardholder name			
Downloads						
	Invoice Number		Description			

Select the **trash can icon** next to the card to delete the card.

### Step 4

Virtual Terminal	Sale Authorit	zation O Refund O E-Invoic	e		C MANAGE
Device Management					
Engage My Customers			amanisylvester@yahoo.com		0
Promotions					
Valor Shield RT	XXXX5008		and the second second		
Contact Us	XXXX5744	VISA Are you	sure to delete this card?	A Second	
My Tickets					
My Setting			NO YES	30 B	
Reports			COURSE OF THE PARTY OF THE PART		
Downloads					

By selecting yes on the confirmation screen, the associated card will be permanently deleted.



#### **MERCHANT | PORTAL**