

# E-Invoicing with Paynow Link



## Step 1

Go to [www.online.valorpaytech.com](http://www.online.valorpaytech.com) and enter your login credentials.

Email

Password

Remember Me [Forgot Password](#)

**SIGN IN**

**VALOR**  
PAYTECH

## Step 2

Select **Virtual Terminal** in the sidebar menu.

User Management

Transactions

**Virtual Terminal**

Device Management

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

Downloads

**\$1.15**  
Last Month  
(Total Volume)

**\$12.94**  
Current Month  
(Total Volume)

**\$12.94**  
Current Day  
(Total Volume)

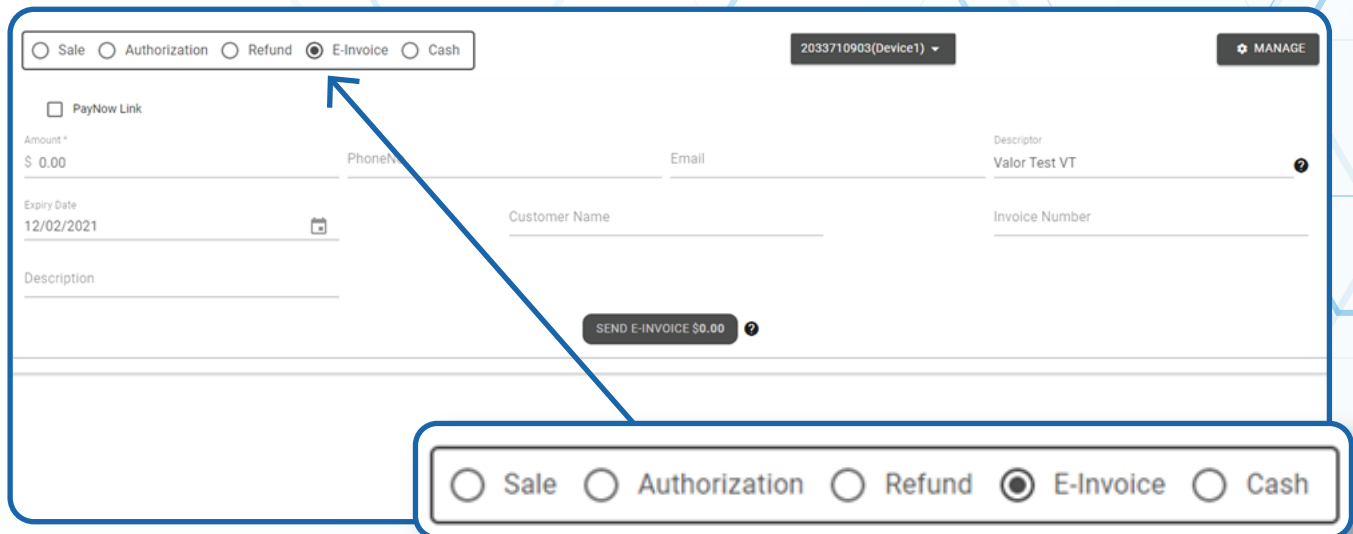
**\$0.2**  
Average Volume per day  
(last 3 Months)

**Current Month Transactions**

**Virtual Terminal**

## Step 3

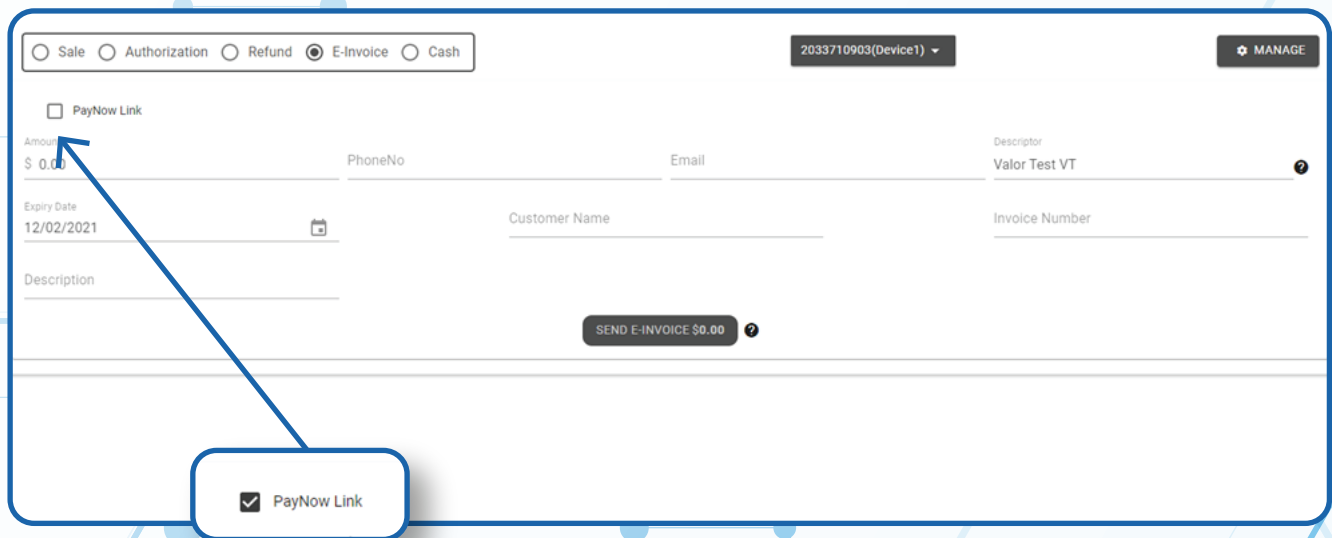
Select **E-Invoice** on the top left-hand corner of the Virtual Terminal.



The screenshot shows the Virtual Terminal interface. At the top, there is a navigation bar with radio buttons for 'Sale', 'Authorization', 'Refund', 'E-Invoice', and 'Cash'. The 'E-Invoice' option is selected. Below this, there is a 'PayNow Link' checkbox which is currently unchecked. The main form area contains fields for 'Amount' (\$ 0.00), 'PhoneNo', 'Email', 'Descriptor' (Valor Test VT), 'Expiry Date' (12/02/2021), 'Customer Name', and 'Invoice Number'. A 'SEND E-INVOICE \$0.00' button is visible at the bottom. A blue arrow points from the 'E-Invoice' radio button to a callout box below the form. The callout box shows the same navigation bar with the 'E-Invoice' radio button selected.

## Step 4

Select **Paynow link** just below where E-Invoice was selected.



The screenshot shows the Virtual Terminal interface. The 'E-Invoice' radio button remains selected. The 'PayNow Link' checkbox is now checked. A blue arrow points from the 'PayNow Link' checkbox to a callout box below the form. The callout box shows the 'PayNow Link' checkbox with a checkmark.

## Step 5

You can select the expiration date for the **Paynow link** or set the link to never expire.

The screenshot shows a configuration form for a Paynow Link. At the top, there are radio buttons for 'Sale', 'Authorization', 'Refund', 'E-Invoice' (selected), and 'Cash'. A device ID '2033710903(Device1)' and a 'MANAGE' button are also visible. Below this, the 'PayNow Link' section is checked. There are two options: 'Flexible' (unchecked) and 'Never Expire' (checked). The 'Never Expire' option has an 'Expiry Date' field set to '12/02/2021'. A callout box highlights this field with the text 'Expiry Date 12/02/2021'.

## Step 6

You can also select **Flexible** to allow a custom dollar amount to be set by the payee.

The screenshot shows the same configuration form as in Step 5. In this instance, the 'Flexible' option is checked, and the 'Amount \*' field is set to '\$ 0.00'. A callout box highlights this field with the text 'Flexible Amount \* \$ 0.00'.

## Step 7

Hit the Send **Paynow** button on the bottom of the screen to send the **Paynow Link**.

The screenshot displays a merchant portal interface for creating a Paynow link. At the top, there are radio buttons for transaction types: Sale, Authorization, Refund, E-Invoice (selected), and Cash. A device ID '2033710903(Device1)' and a 'MANAGE' button are also visible. Below this, the 'PayNow Link' section is active, indicated by a checked checkbox. The form includes fields for 'Amount \*' (set to \$ 0.00), 'PhoneNo', 'Email', and 'Descriptor' (set to 'Valor Test VT'). There are also checkboxes for 'Flexible' and 'Never Expire', with the latter set to '12/02/2021'. A 'Label \*' and 'Description' field are also present. A 'SEND PAYNOW \$0.00' button with a help icon is located at the bottom of the form. A blue callout box with an arrow points to this button, containing the text 'SEND PAYNOW \$0.00'.