E-Invoicing with Paynow Link

Step 1

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

Step 2

Select **Virtual Terminal** in the sidebar menu.
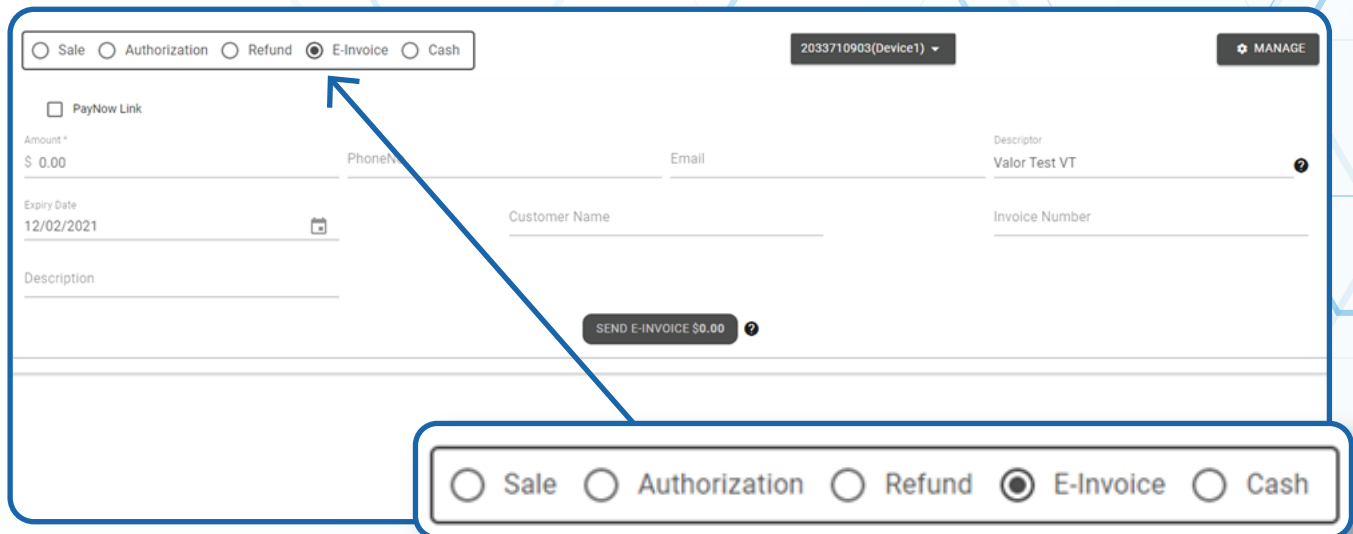
Step 3
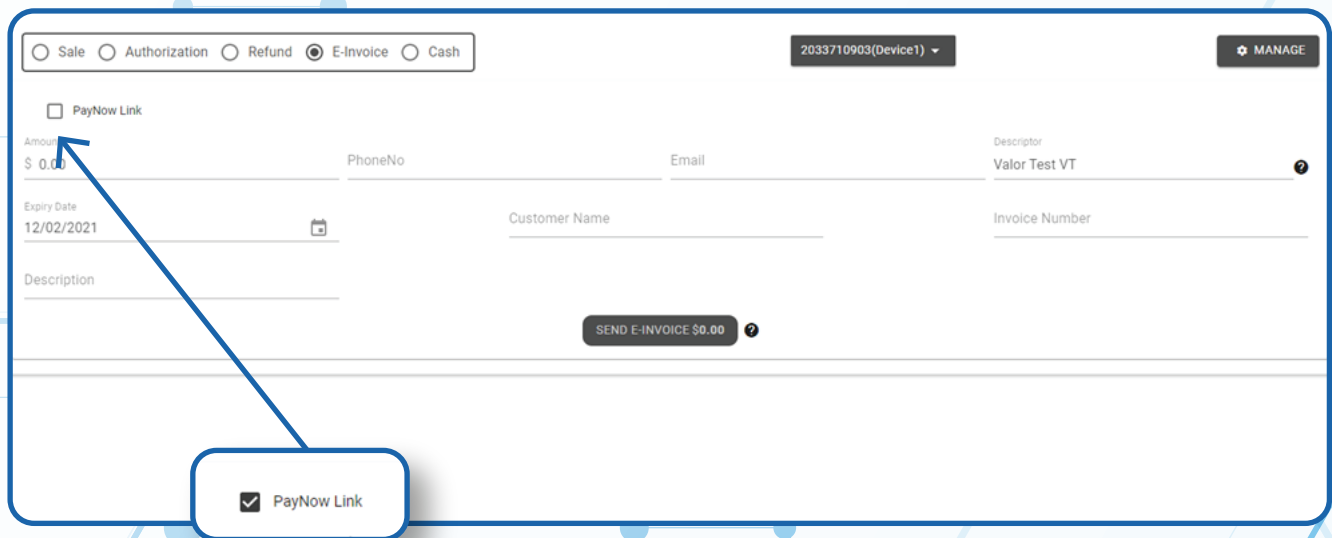
Select **E-Invoice** on the top left-hand corner of the Virtual Terminal.

Step 4

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

Step 5

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

○ Sale ○ Authorization ○ Refund ◉ E-Invoice ○ Cash	2033710903(Device1) ▾	⚙ MANAGE

☑ PayNow Link

	Amount *	PhoneNo	Email	Descriptor
☐ Flexible	$ 0.00			Valor Test VT
☐ Never Expire	Expiry Date 12/02/2021 📅	Label *		Description

SEND PAYNOW $0.00 ❓

☐ Never Expire   Expiry Date   12/02/2021 📅

Step 6

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

○ Sale ○ Authorization ○ Refund ◉ E-Invoice ○ Cash	2033710903(Device1) ▾	⚙ MANAGE

☑ PayNow Link

	Amount *	PhoneNo	Email	Descriptor
☐ Flexible	$ 0.00			Valor Test VT
☐ Never Expire	Expiry Date 12/02/2021 📅	Label *		Description

SEND PAYNOW $0.00 ❓

☑ Flexible   Amount * $ 0.00

Step 7

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