

# Enable/Disable Password Requirement for Refunds



## 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 **Device Management** in the sidebar

Transactions

Virtual Terminal

Device Management

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

Downloads

**\$0**  
Last Month  
(Total Volume)

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

**\$0**  
Current Day  
(Total Volume)

**\$0.02**  
Average Volume per day  
(last 3 Months)

**\$0.02**  
Average Volume per day  
(last 3 Months)

**Current Month Transactions**

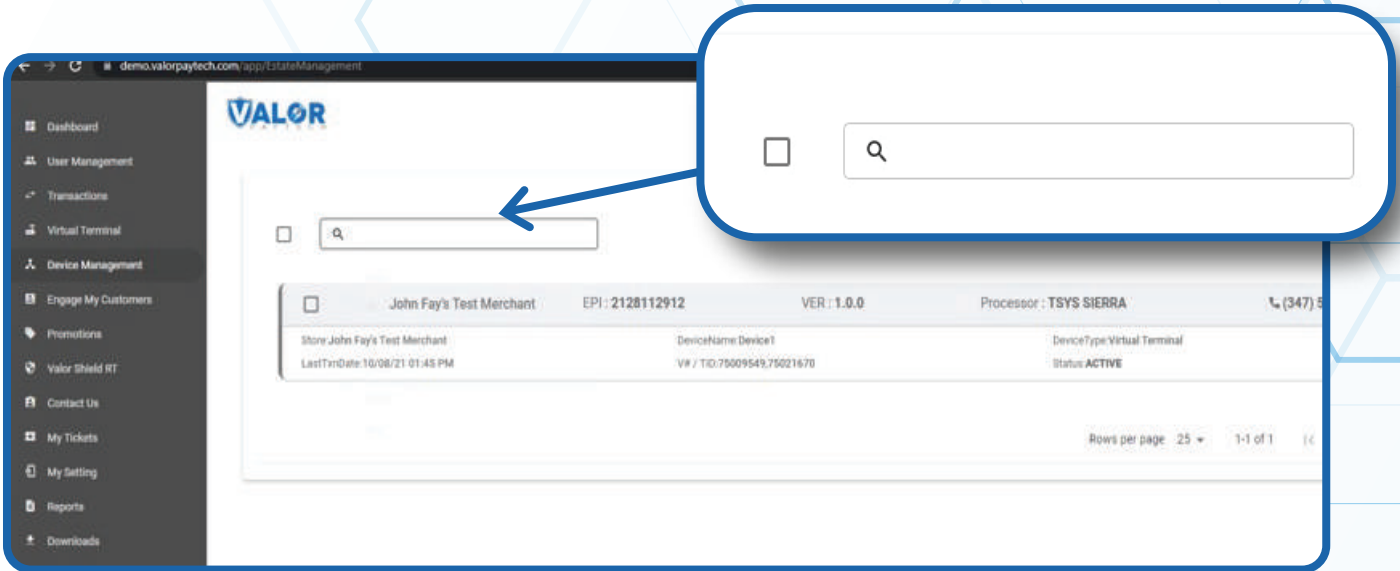
\$1.1  
\$1  
\$0.8  
\$0.6  
\$0.4  
\$0.2  
\$0

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

**Device Management**

## STEP 3

Use search bar to look up the EPI you want to Enable/Disable Password Requirements for **Refunds**.



The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar is a table of devices. The table has columns for Merchant Name, EPI, Version, Processor, and Phone Number. The first row is highlighted.

Merchant Name	EPI	Version	Processor	Phone Number
John Fay's Test Merchant	2128112912	1.0.0	TSYS SIERRA	(347) 572-3784

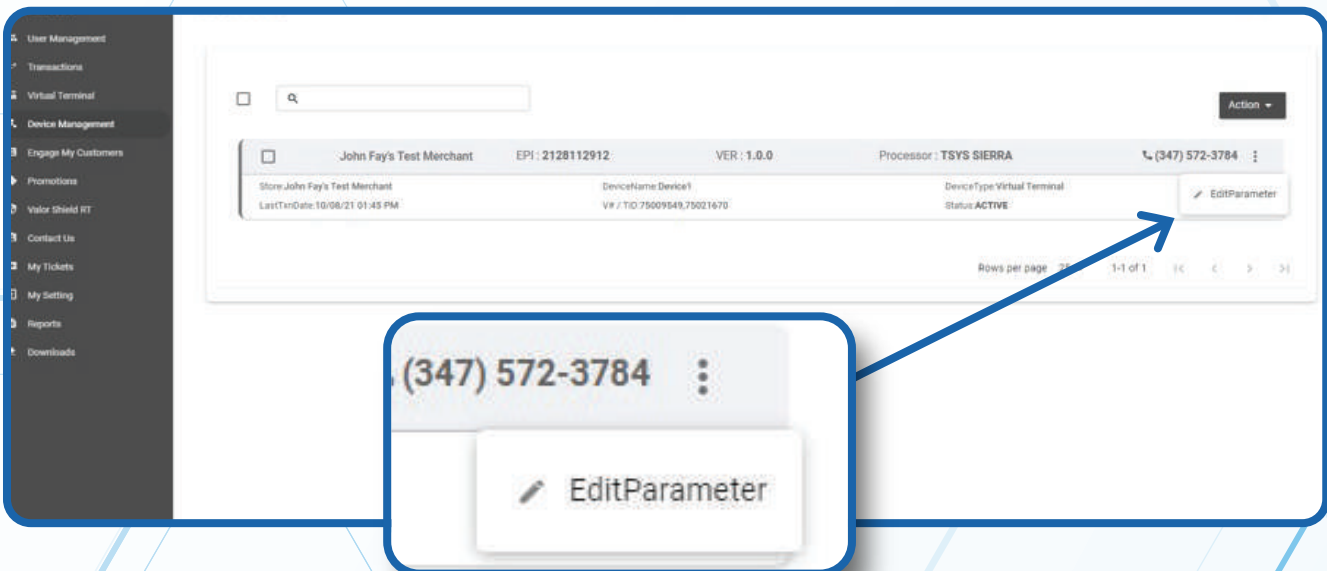
Below the table, there is a section for device details for the selected merchant:

Store: John Fay's Test Merchant	DeviceName: Device1	DeviceType: Virtual Terminal
LastTrnDate: 10/08/21 01:45 PM	VF / TID: 75009549.75021670	Status: ACTIVE

At the bottom right of the table, there is a "Rows per page" dropdown set to 25 and a "1-1 of 1" indicator.

## STEP 4

Once the device comes up, select the **Vertical Ellipsis** on the top right of the snapshot and select **Edit Parameters**



The screenshot shows the VALOR Merchant Portal interface. A blue box highlights the "Edit Parameters" button in the table. A callout box shows a close-up of the button, which is labeled "EditParameter" and has a pencil icon.

John Fay's Test Merchant	EPI: 2128112912	VER: 1.0.0	Processor: TSYS SIERRA	(347) 572-3784	Action
Store: John Fay's Test Merchant	DeviceName: Device1	DeviceType: Virtual Terminal	Status: ACTIVE		EditParameter

Below the table, there is a section for device details for the selected merchant:

Store: John Fay's Test Merchant	DeviceName: Device1	DeviceType: Virtual Terminal
LastTrnDate: 10/08/21 01:45 PM	VF / TID: 75009549.75021670	Status: ACTIVE

At the bottom right of the table, there is a "Rows per page" dropdown set to 25 and a "1-1 of 1" indicator.

## STEP 5

Within the **Terminal & Transaction** section, Enable/Disable **Password for Refund**.

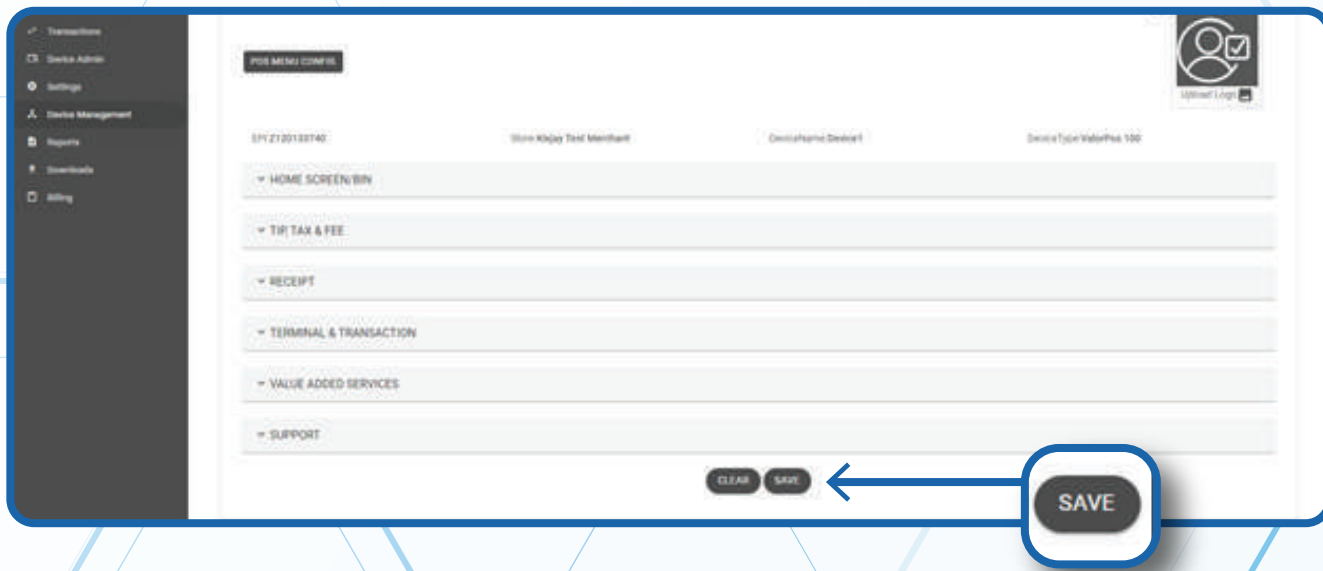
 **Note:** You may set the threshold amount to prompt for password.



The screenshot shows the 'Terminal & Transaction' settings page. A callout box highlights the 'PASSWORD FOR REFUND' section, which includes a 'YES' button (selected) and a 'NO' button. Below this, the 'THRESHOLD' is set to '\$10'. The main page also shows other settings like 'MANUAL CARD ENTRY', 'BATCH OUT', 'QSR (RECEIPT & SIGNATURE ARE NOT REQUIRED)', 'POS INTEGRATION', and 'DISPLAY LOGO' with logos for VALOR PAYTECH and a coffee cup.

## STEP 6

Scroll down and select **Save**.



The screenshot shows the settings page with a sidebar on the left containing 'Transactions', 'Device Admin', 'Settings', 'Device Management', 'Reports', 'Downloads', and 'Billing'. The main content area has a 'PRO MENU CONFIG' header and several expandable sections: 'HOME SCREEN/BIN', 'TIP TAX & FEE', 'RECEIPT', 'TERMINAL & TRANSACTION', 'VALUE ADDED SERVICES', and 'SUPPORT'. At the bottom right, there are 'CLEAR' and 'SAVE' buttons. A callout box highlights the 'SAVE' button.

## STEP 7

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After making parameter changes, you must perform a download on the device by pressing ★ > 6 > OK button.

