

Enable/Disable Option to Remove Custom Fee per Transaction



STEP 1

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

The screenshot shows a login form with the following elements:

- Email input field
- Password input field
- Remember Me
- [Forgot Password](#)
- SIGN IN** button
- VALOR PAYTECH logo on the right

STEP 2

Select **Device Management** in the sidebar menu.

The screenshot shows the dashboard interface for 'JOHN FAY'S TEST MERCHANT'. The sidebar menu on the left includes the following items:

- Dashboard
- User Management
- Transactions
- Virtual Terminal
- Device Management** (highlighted with a blue arrow)
- Engage My Customers
- Promotions
- Valor Shield RT
- Contact Us
- My Tickets
- My Setting
- Reports
- Downloads

The main content area displays summary cards for various metrics:

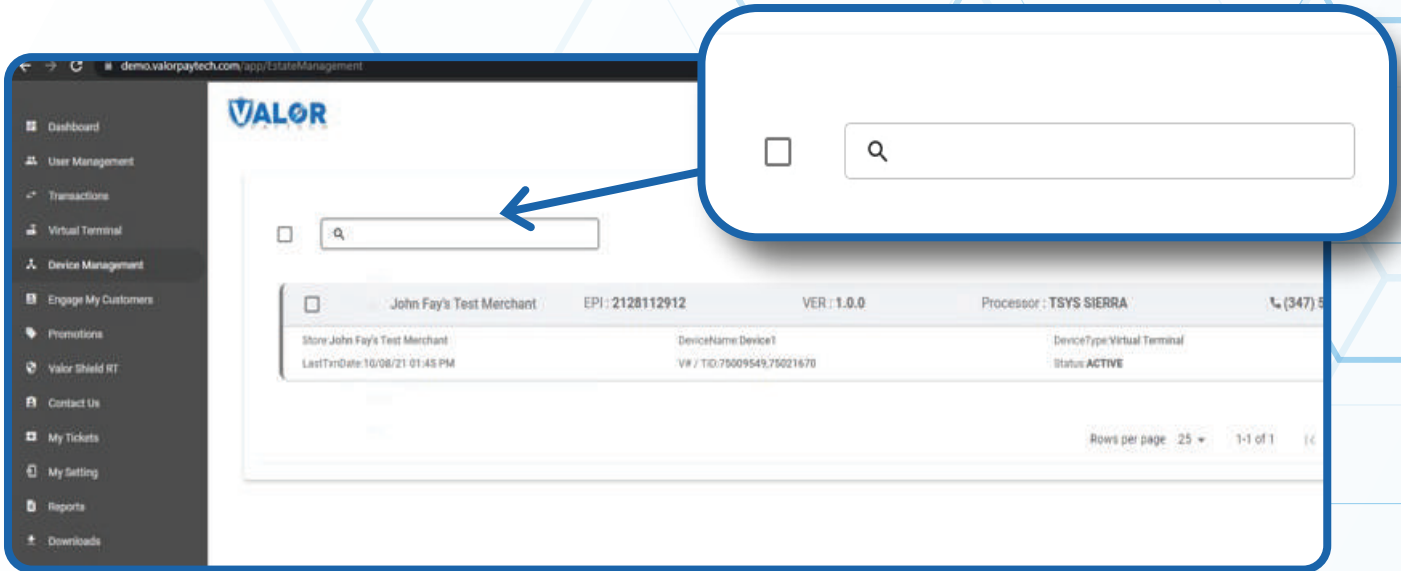
- Last Month (Total Volume): \$0
- Current Month (Total Volume): \$1.15
- Current Day (Total Volume): \$0
- Average Volume per day (last 3 Months): \$0.02
- Average Ticket (last 3 Months): \$1.15

Below these cards is a section for 'Current Month Transactions' with a bar chart showing values: \$1.1, \$1, \$0.0, \$0.0, \$0.4, \$0.2.

A callout box at the bottom right contains the text: **Device Management** with a person icon.

STEP 3

Use **search bar** to look up the EPI you want to Enable/Disable the option to remove the **Custom Fee per Transaction**.

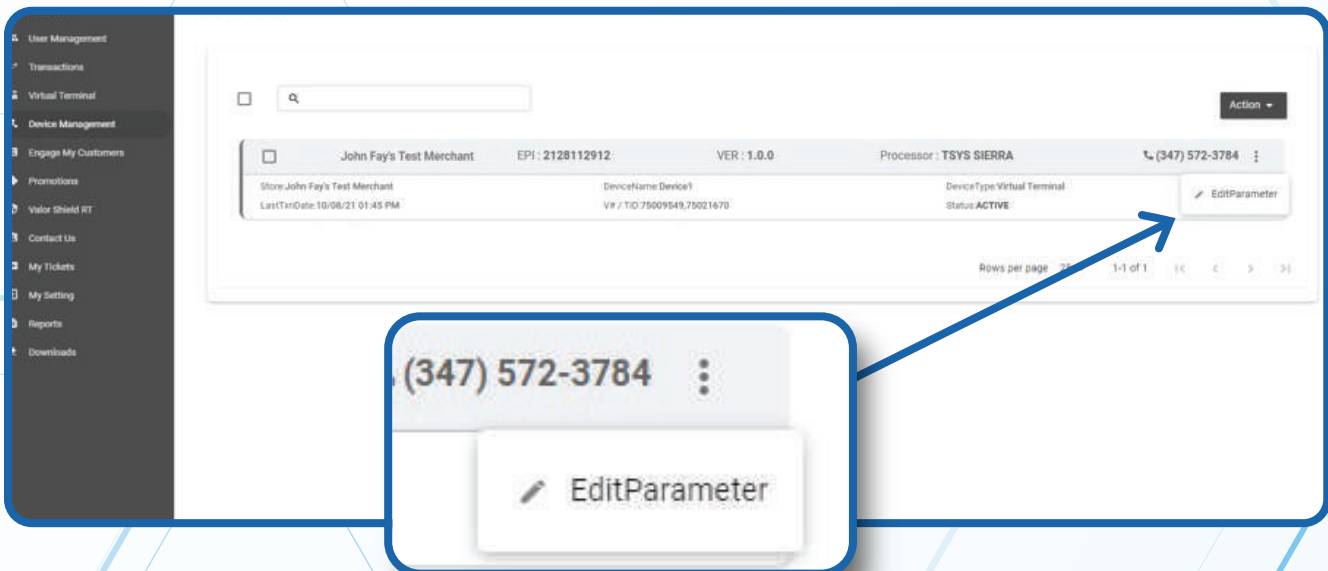


The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar is a table of devices. The table has columns for Merchant Name, EPI, Version, Processor, and Phone Number. The first row is highlighted, showing 'John Fay's Test Merchant' with EPI: 2128112912, VER: 1.0.0, Processor: TSYS SIERRA, and Phone: (347) 572-3784. Below the table, there is a 'Rows per page' dropdown set to 25 and a '1-1 of 1' indicator.

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

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 '(347) 572-3784' and 'EditParameter'.

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

STEP 5

Within the **Tip, Tax & Fee** section, enable **Custom Fee** and **Show Remove Fee**.

The screenshot shows the 'TIP TAX & FEE' configuration page. A callout box highlights the following settings:

Setting	Yes	No
CUSTOM FEE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENABLE FOR DEBIT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CUSTOM FEE DISCLOSURE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INCLUDE FOR PAY@TABLE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
INCLUDE TAX	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INCLUDE TAX FOR CASH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SHOW REMOVE FEE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The main interface also shows other settings like 'CUSTOM FEE', 'ENABLE FOR DEBIT', 'CUSTOM FEE DISCLOSURE', 'INCLUDE FOR PAY@TABLE', 'SHOW REMOVE FEE', 'PROMPT PASSWORD TO REMOVE FEE', and 'INCLUDE TAX' with their respective 'YES' and 'NO' toggle buttons. A 'Non-Cash Charge' field is visible at the bottom right.

STEP 6

Scroll down and select **Save**.

The screenshot shows the 'MERCHANT CONFIG' page with a sidebar menu on the left. The main content area has 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 blue arrow points to the 'SAVE' button, which is highlighted with a rounded rectangle.

STEP 7

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

