



Enabling Custom Fee on Debit

STEP 1

Go to 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 menu.

Dashboard

User Management

Transactions

Virtual Terminal

Device Management

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

Downloads

VALOR

JOHN FAY'S TEST MERCHANT

\$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)

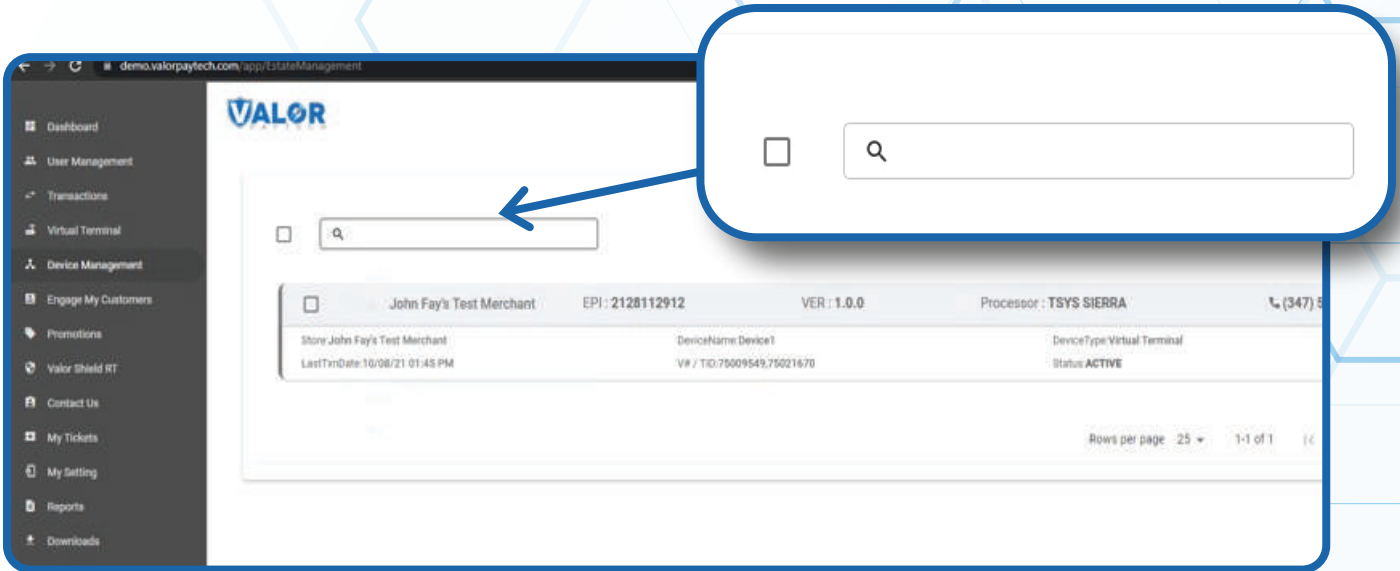
\$1.15
Average Ticket (last 3 Months)

Current Month Transactions

Device Management

STEP 3

Use search bar to look up the EPI you want to **Enable Custom Fee on Debit.**



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

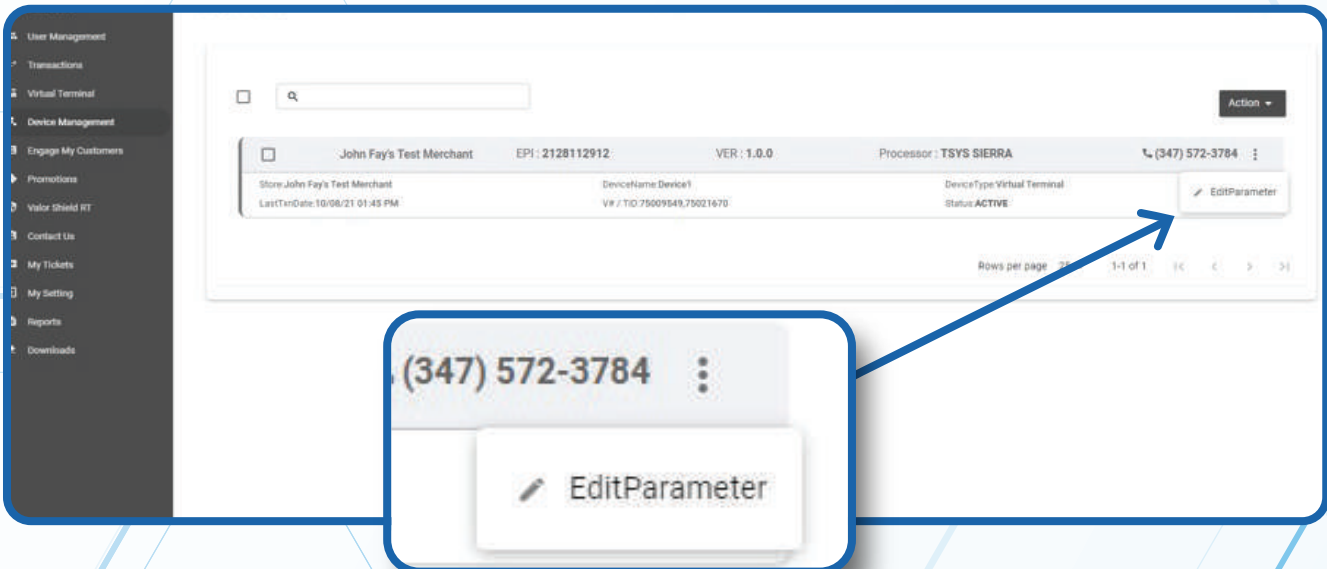
Below the table, there is a section for device details for the selected merchant:

Store Name	Device Name	Device Type
John Fay's Test Merchant	Device1	Virtual Terminal

Additional details include: LastTxnDate: 10/08/21 01:45 PM, VF / TID: 75009549.75021670, and Status: ACTIVE. At the bottom right, it shows 'Rows per page: 25' and '1-1 of 1'.

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 top right corner of the device snapshot. 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

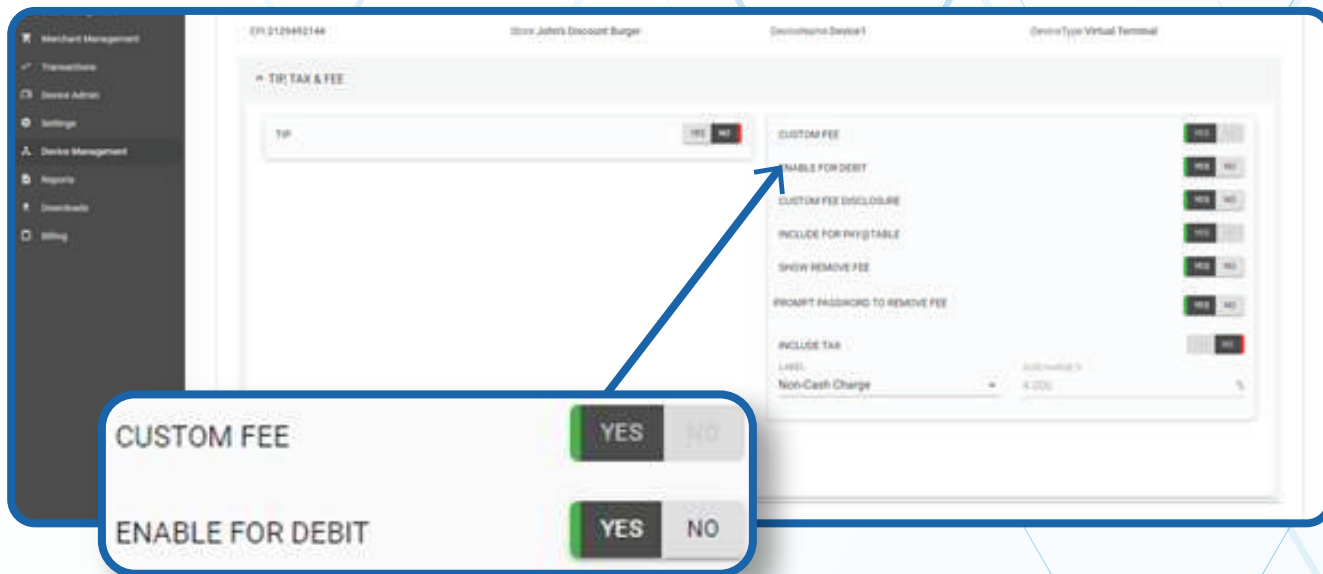
Below the table, there is a section for device details for the selected merchant:

Store Name	Device Name	Device Type
John Fay's Test Merchant	Device1	Virtual Terminal

Additional details include: LastTxnDate: 10/08/21 01:45 PM, VF / TID: 75009549.75021670, and Status: ACTIVE. At the bottom right, it shows 'Rows per page: 25' and '1-1 of 1'.

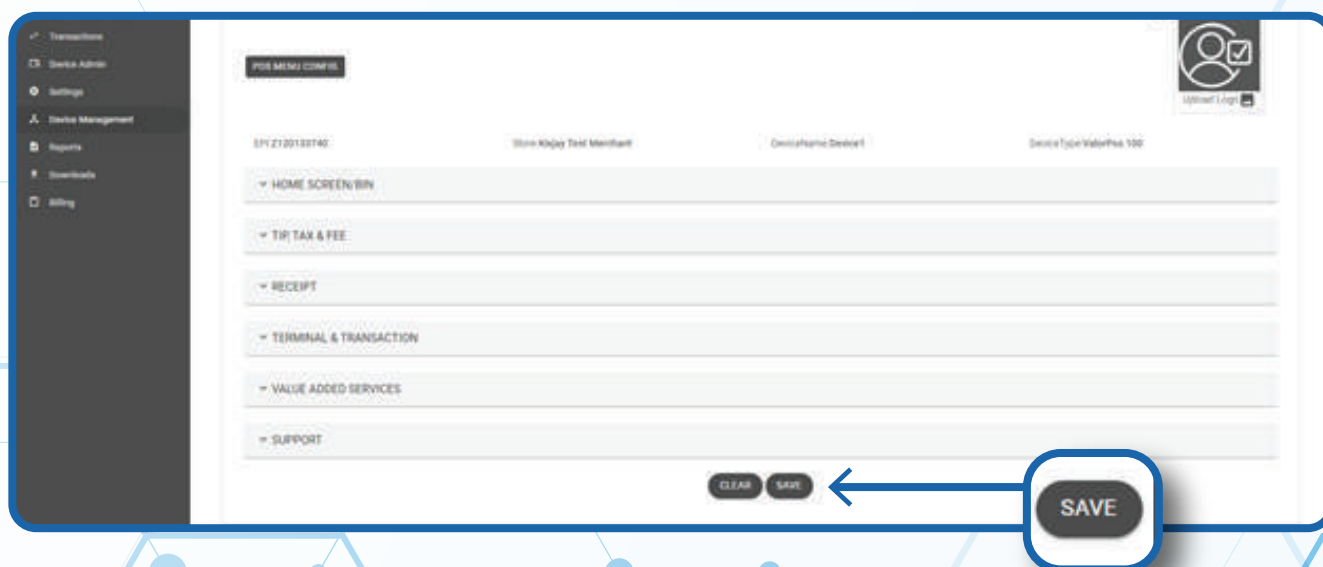
STEP 5

Within the **Tip, Tax & Fee** section, enable **Custom Fee** and **Enable for Debit**.



STEP 6

Scroll down and select **Save**.



STEP 7

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

