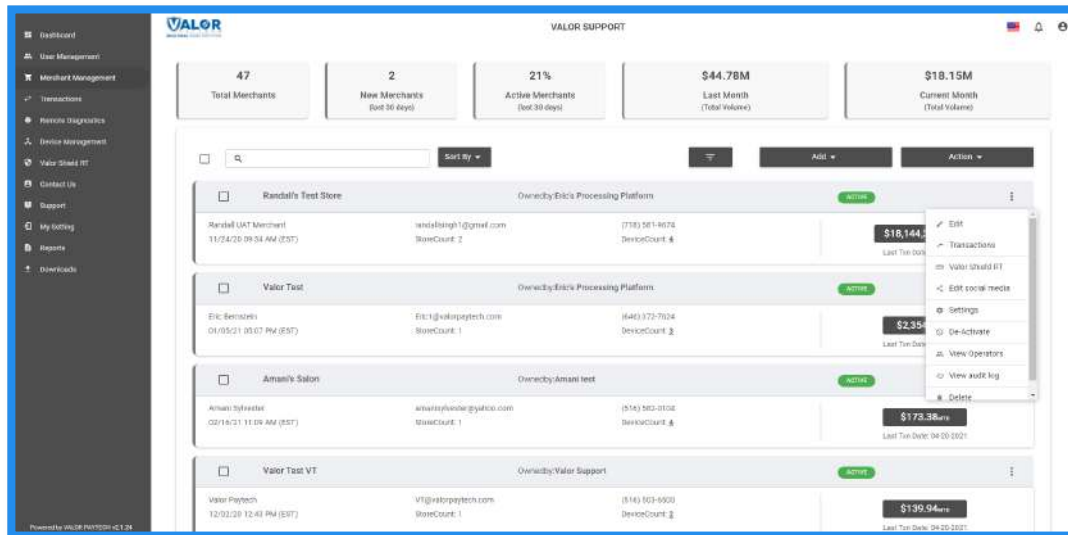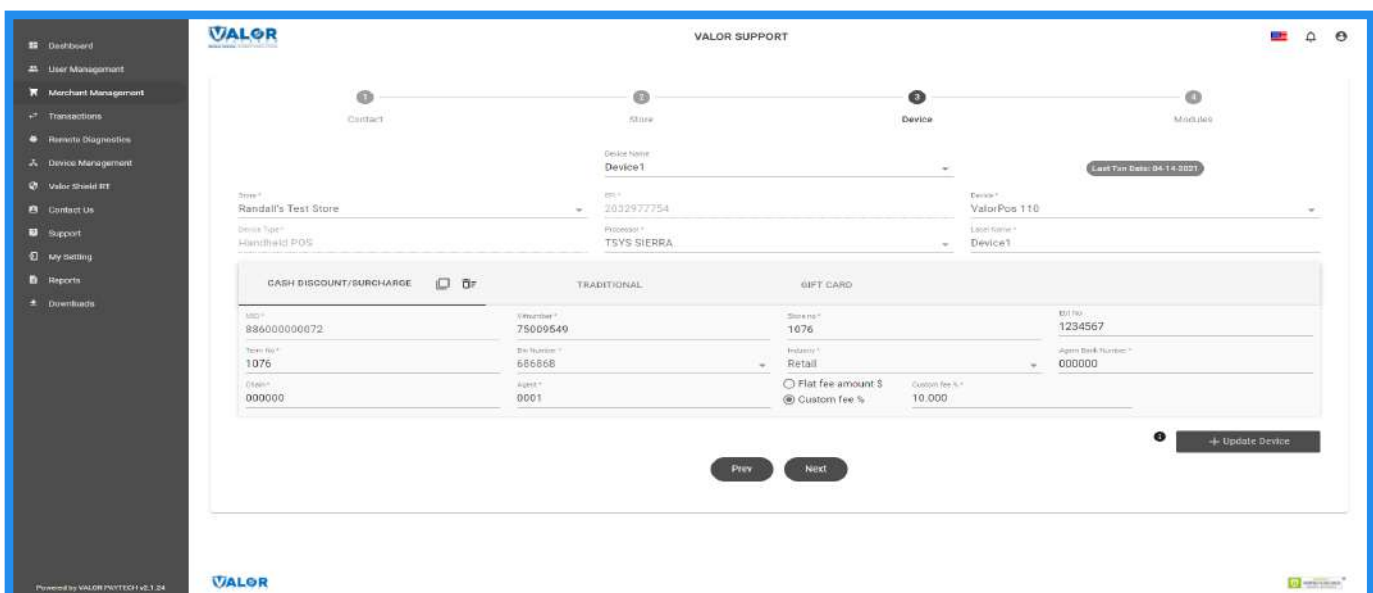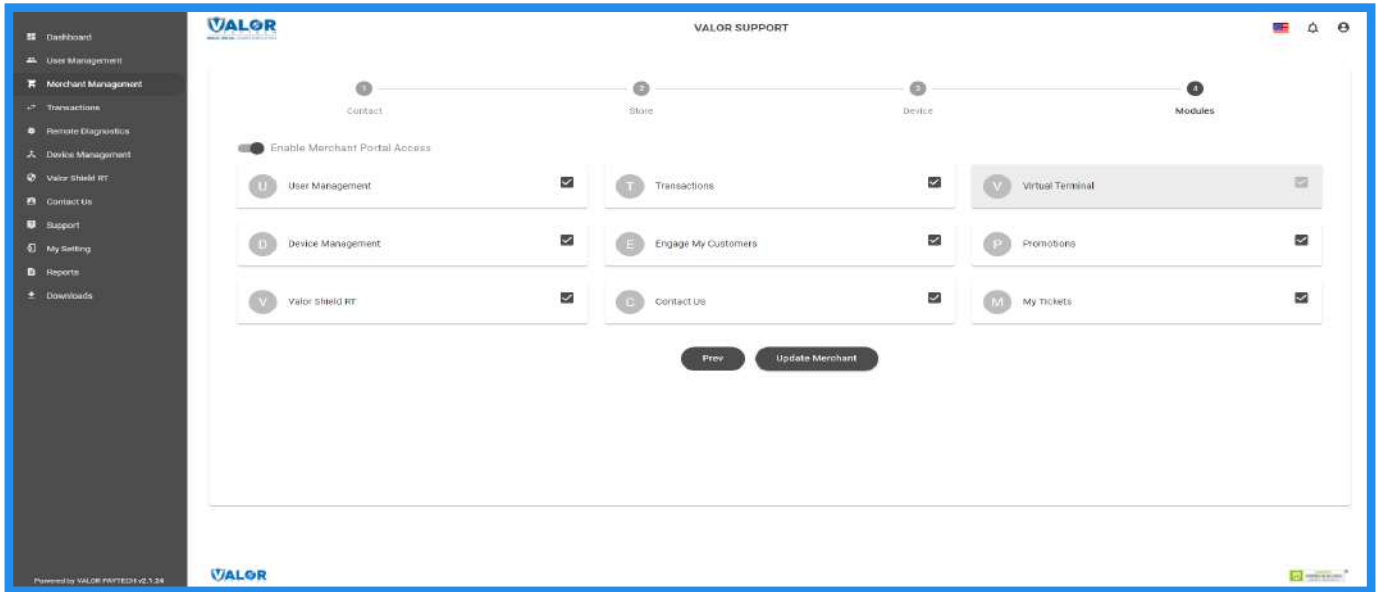# Enabling Flat Fee

Step 1

Select **Merchant Management** in the sidebar menu, select the **ellipsis (⋮)** and select **Edit**.

Step 2

Once loaded, select the **Device** section and under the Cash Discount/Surcharge section (where you enter your VAR information), you will see two options, one for Flat Fee and one for Custom Fee %. Select **Flat Fee Amount**, and enter the dollar amount. If you want to do this for multiple devices, you will have to select each device in the Device Name dropdown, make the change, then select **Update Device**. Once done, select **Next**.

Step 3

Select **Update Merchant**.