



Enabling Pay @ Table

STEP 1

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

Email

Password

Remember Me [Forgot Password](#)

SIGN IN

VALOR
PAY TECH

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)

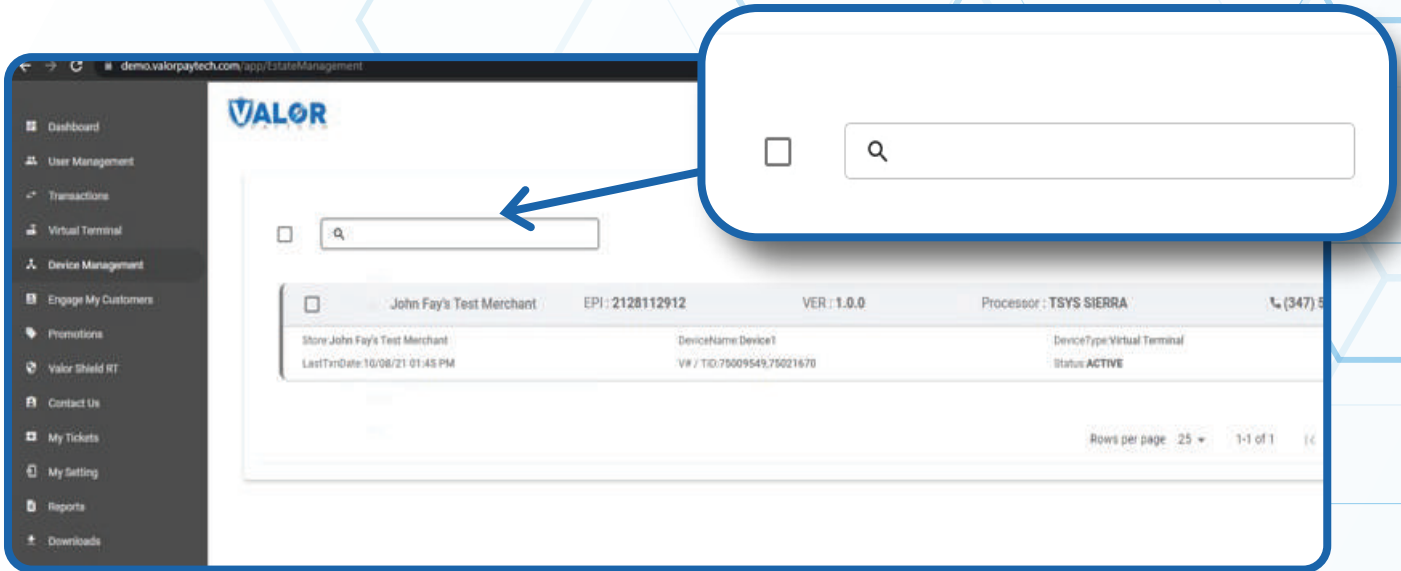
\$1.15
Average Ticket (last 3 Months)

Current Month Transactions

Device Management

STEP 3

Use **search bar** to look up the EPI you want to add **Pay @ Table** to.

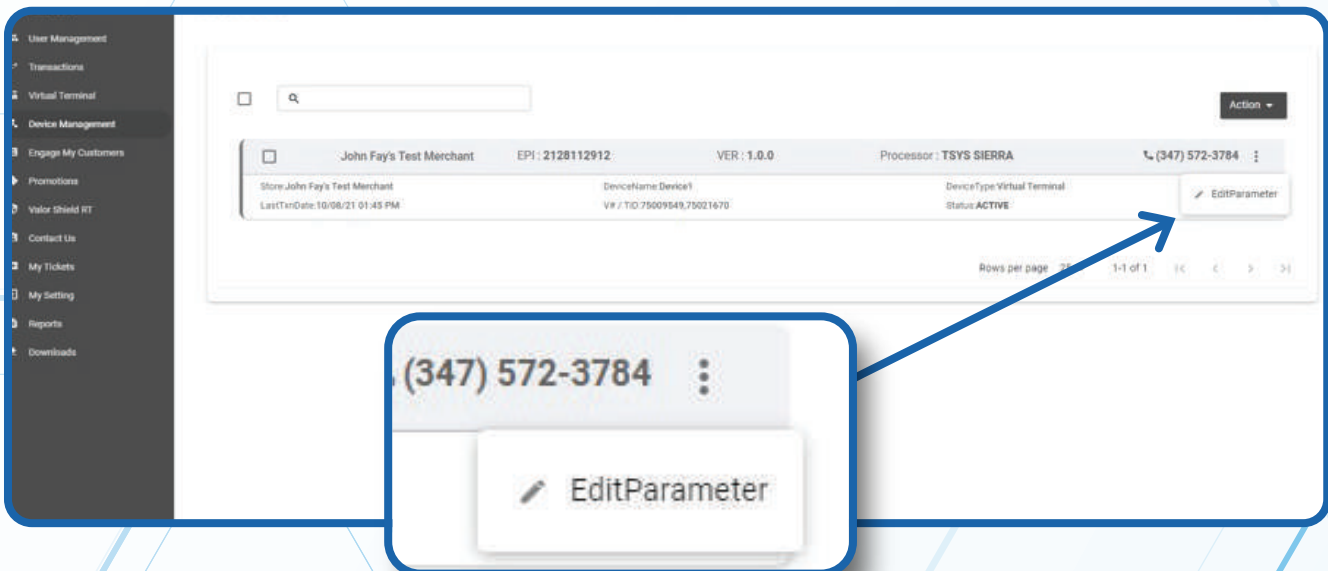


The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar is a table of devices. The table has columns for Merchant Name, EPI, Version, Processor, and Phone Number. The first row shows 'John Fay's Test Merchant' 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 '1-1 of 1'.

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**



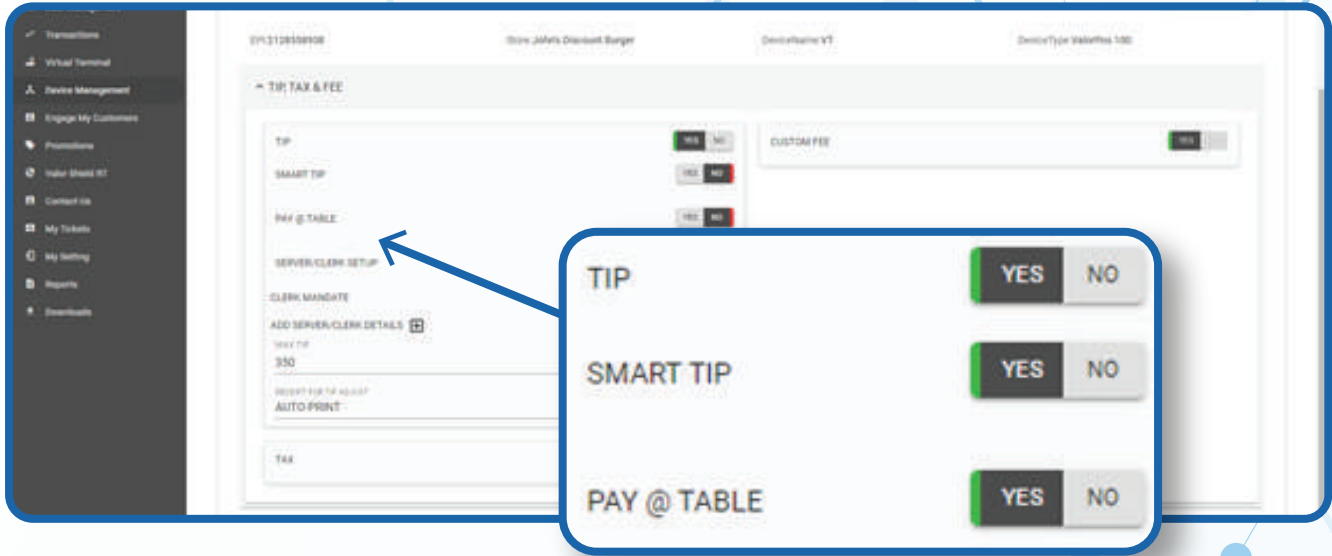
The screenshot shows the VALOR Merchant Portal interface. A blue box highlights the 'Edit Parameters' button, which is located in the top right corner of the device snapshot. The button is labeled 'EditParameter' and has a pencil icon. A blue arrow points from the button to a magnified view of the button, which is also highlighted with a blue box. The magnified view shows the button text 'EditParameter' and a pencil icon.

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 **Tip** and then enable **Pay @ Table**.

 **Note:** You may update the suggested tips under each Option field.

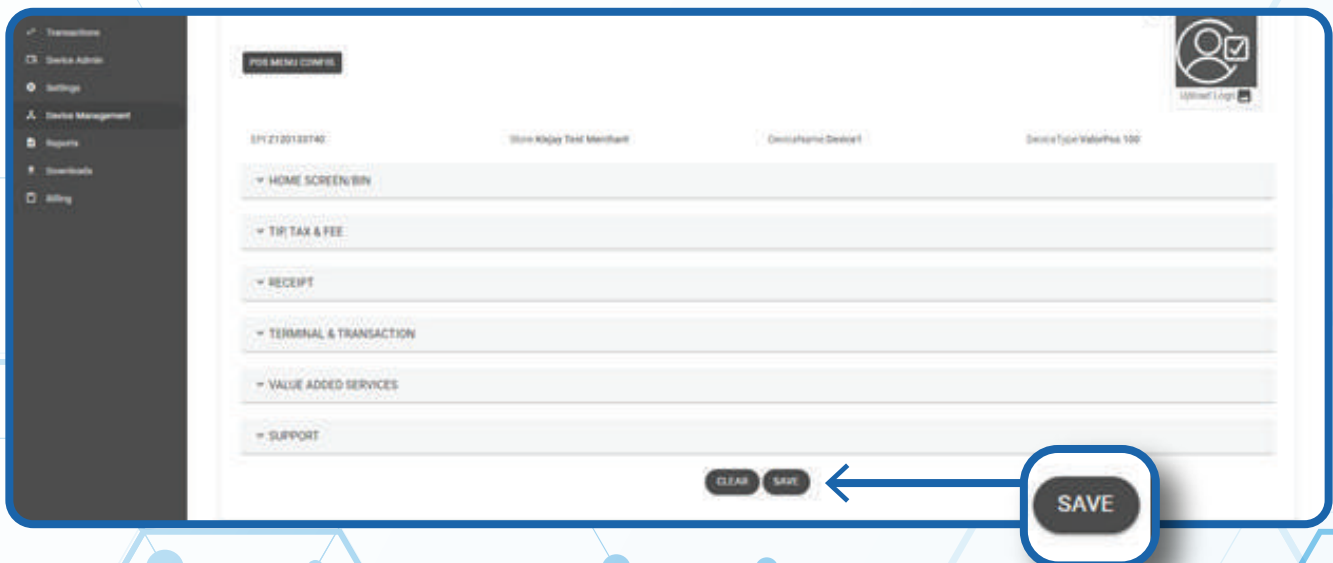


The screenshot shows the 'TIP, TAX & FEE' configuration page. A callout box highlights the following options:

Option	YES	NO
TIP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SMART TIP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PAY @ TABLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

STEP 6

Scroll down and select **Save**.



The screenshot shows the settings menu with the 'SAVE' button highlighted. The menu items are:

- HOME SCREEN/BIN
- TIP, TAX & FEE
- RECEIPT
- TERMINAL & TRANSACTION
- VALUE ADDED SERVICES
- SUPPORT

At the bottom, there are 'CLEAR' and 'SAVE' buttons. The 'SAVE' button is circled in blue with an arrow pointing to it.

STEP 7

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

