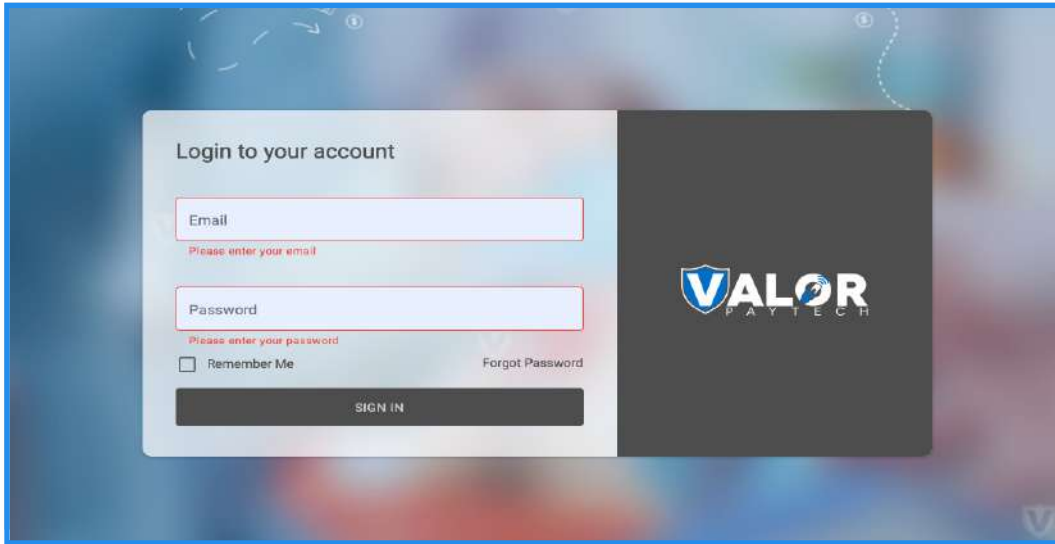


How To Do E-Invoice?

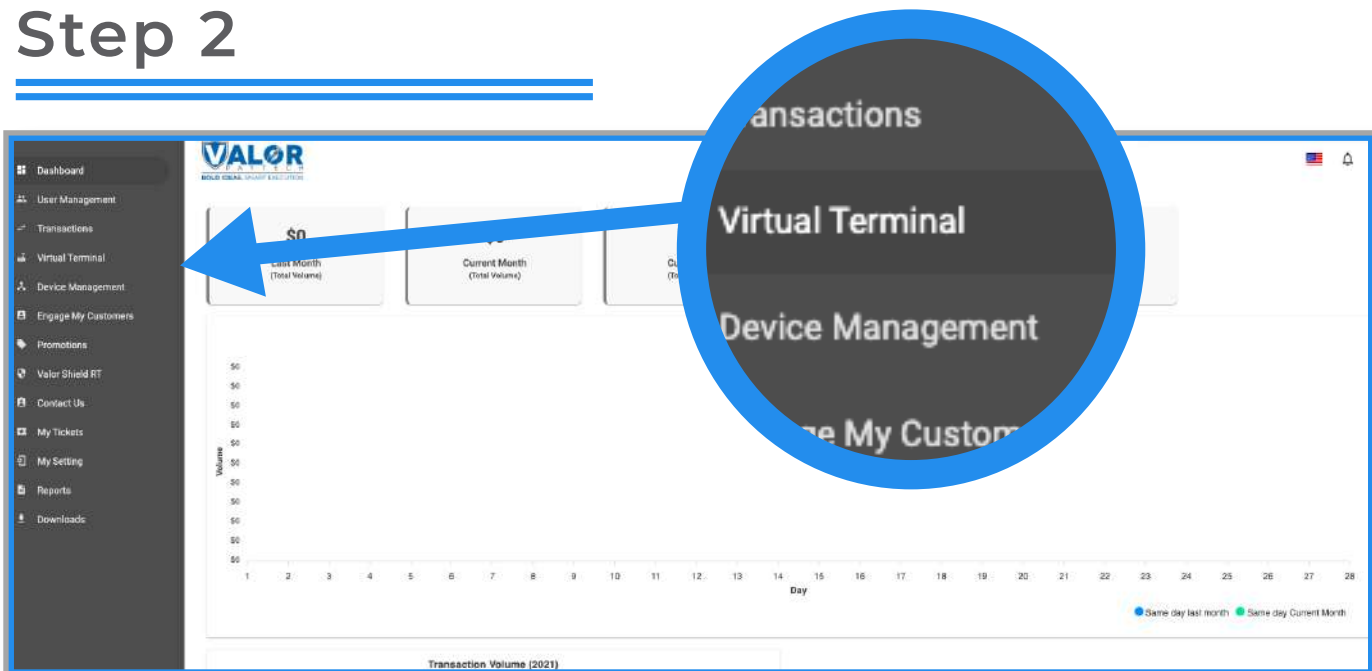


Step 1



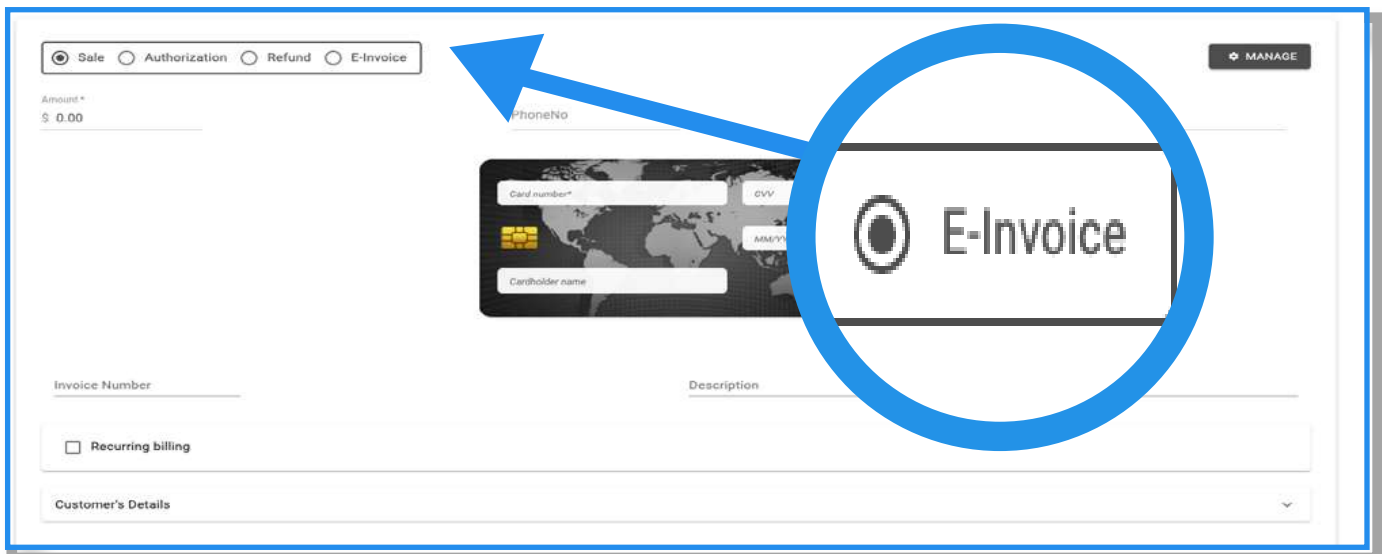
Go to www.online.valorpaytech.com and enter your login credentials.

Step 2



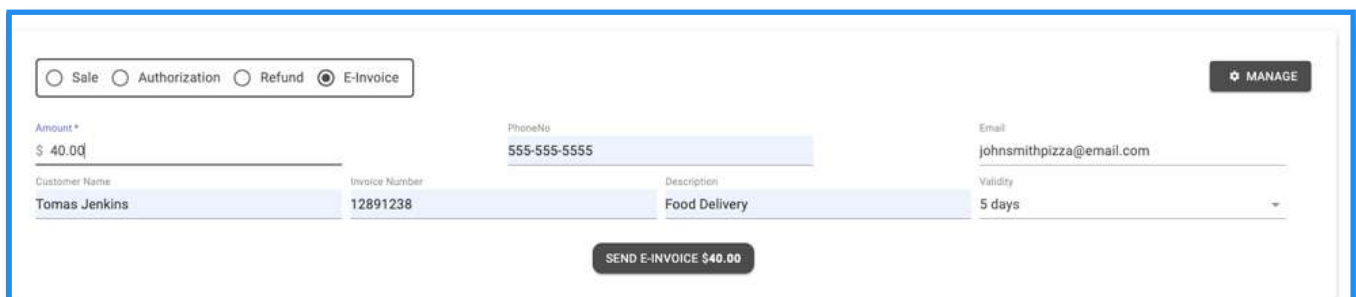
Select **Virtual Terminal** in the sidebar menu.

Step 3



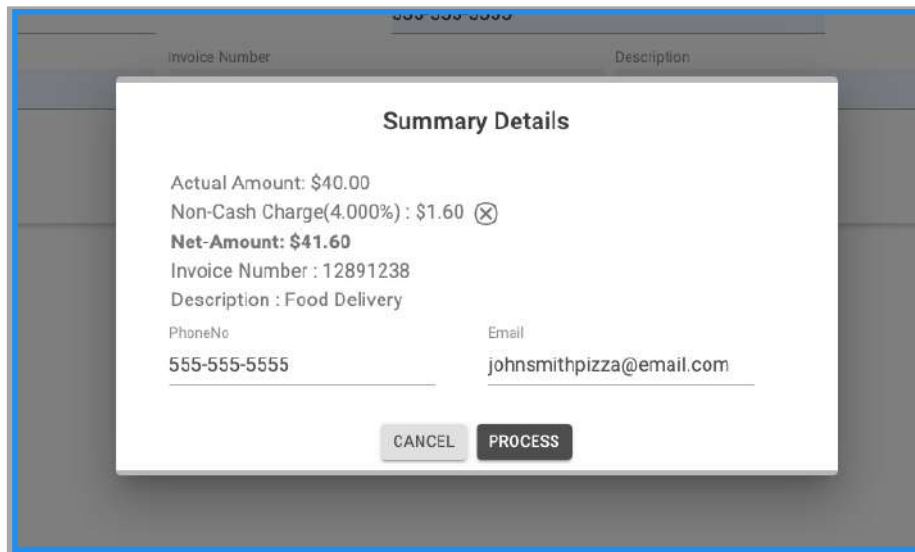
Select **E-Invoice** from the transaction options.

Step 4



- For E-Invoices, either the phone number or email address is required for the customer to receive the E-Invoice. Once a dollar amount and either a phone number or email address is entered, the **Send E-Invoice** button will be clickable. All other information is optional. The Descriptor is how the cardholder will see the transaction on their statement. Validity refers to the number of days the link to pay the E-Invoice will be valid for (by default it is set to 5 days). You can increase it to as many as 30 days.

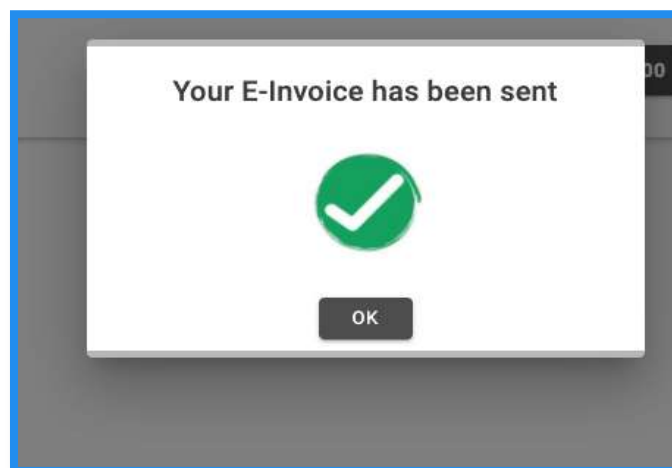
Step 5



The screenshot shows a 'Summary Details' pop-up window. At the top, there are labels for 'Invoice Number' and 'Description'. The main content area displays the following information: 'Actual Amount: \$40.00', 'Non-Cash Charge(4.000%): \$1.60' with a small 'x' icon to its right, 'Net-Amount: \$41.60', 'Invoice Number : 12891238', and 'Description : Food Delivery'. Below this, there are two input fields: 'PhoneNo' with the value '555-555-5555' and 'Email' with the value 'johnsmithpizza@email.com'. At the bottom of the pop-up, there are two buttons: 'CANCEL' and 'PROCESS'.

This screen will pop-up so you can verify the transaction details before the E-Invoice is sent. If you want to remove the non-cash charge on the transaction, press the **x** to the right of the fee. The credit card used will be tokenized and stored, and can be recalled during a future transaction after entering the customer's phone number or email address. Once the information has been confirmed, click on **Process**.

Step 6



Once processed, click the OK button and you will be ready to process another E-Invoice. To review and manage your E-Invoice, click **Manage** in the upper right corner.