

# Include Pay @ Table in Custom Fee



## STEP 1

Go to [www.online.valorpaytech.com](http://www.online.valorpaytech.com) and enter your login credentials.

The screenshot shows a login interface with the following elements:

- Email input field
- Password input field
- Remember Me
- Forgot Password link
- SIGN IN button
- VALOR PAY TECH logo

## STEP 2

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

The screenshot shows a dashboard for 'JOHN FAY'S TEST MERCHANT' with the following components:

- 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

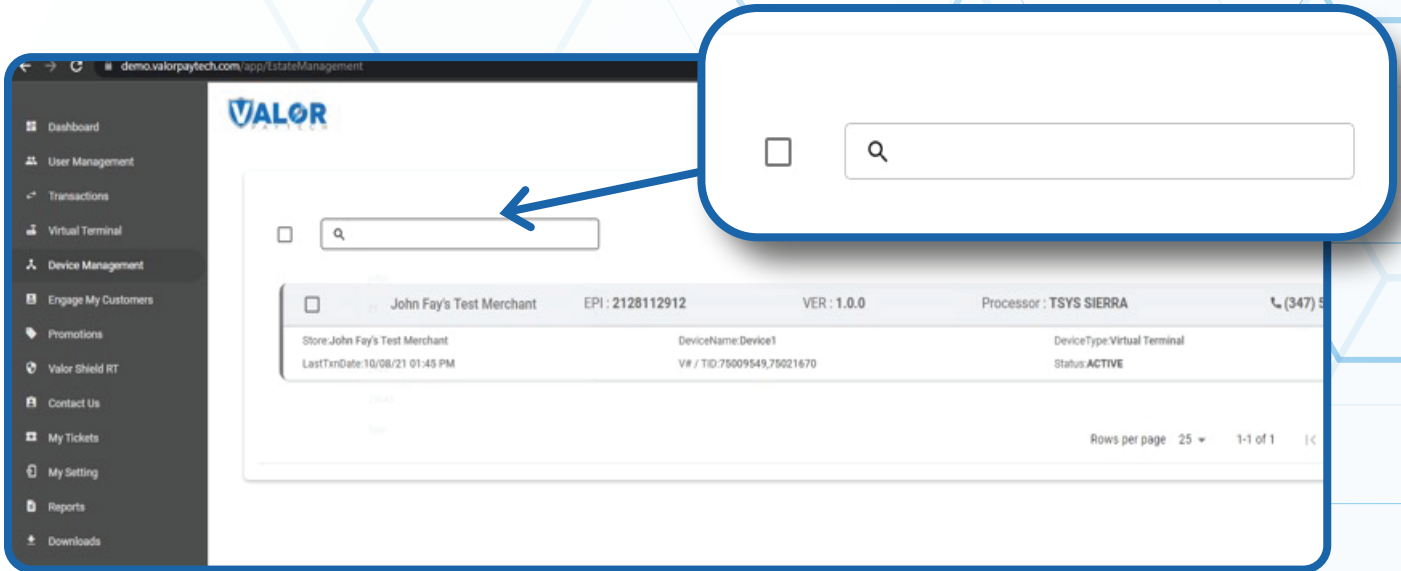
Summary cards for 'Current Month Transactions':

Metric	Value
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

Callout box: **Device Management**

## STEP 3

Use search bar to look up the EPI you want to **Pay @ Table in Custom Fee.**

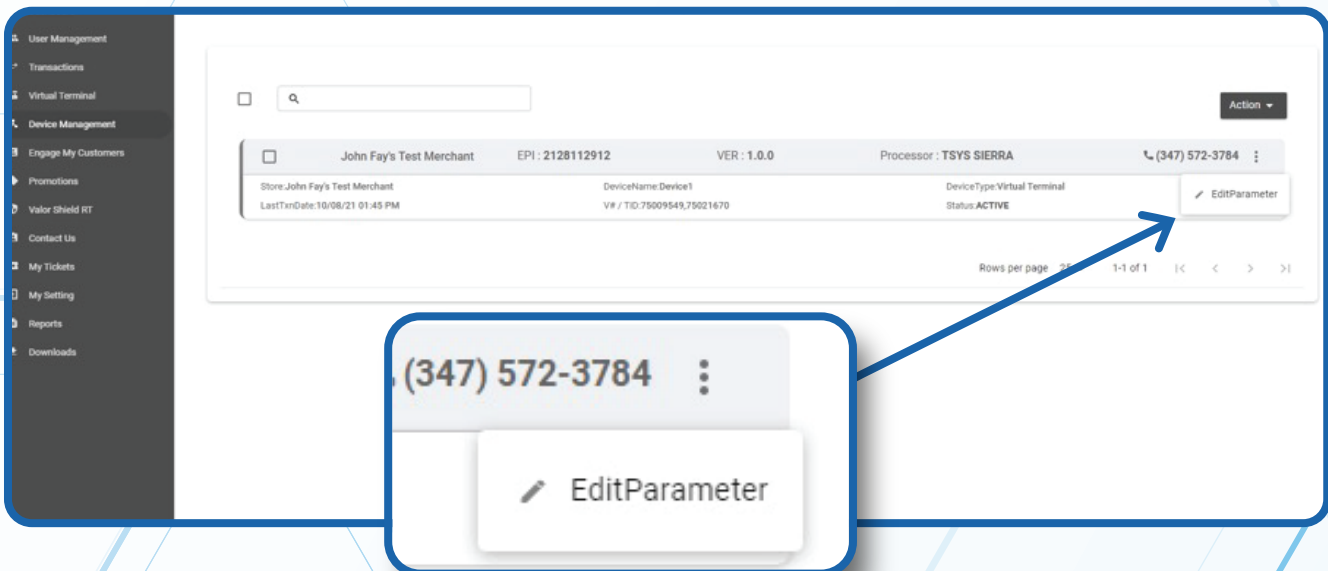


The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to a search bar in the table. The table contains the following data:

Store	EPI	VER	Processor	Phone
John Fay's Test Merchant	2128112912	1.0.0	TSYS SIERRA	(347) 572-3784
Store: John Fay's Test Merchant	DeviceName: Device1	DeviceType: Virtual Terminal		
LastTxnDate: 10/08/21 01:45 PM	V# / TID: 75009549,75021670	Status: ACTIVE		

## 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 zoomed-in view of the button is shown below, with an arrow pointing to the 'EditParameter' button.

(347) 572-3784 ⋮

EditParameter

## STEP 5

Within the **Tip, Tax & Fee** section, enable **Custom Fee** and **Include for Pay @ Table**.

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 type="checkbox"/>	<input checked="" type="checkbox"/>
CUSTOM FEE DISCLOSURE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
INCLUDE FOR PAY@TABLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other visible settings include: CUSTOM FEE (YES/NO), ENABLE FOR DEBIT (YES/NO), CUSTOM FEE DISCLOSURE (YES/NO), INCLUDE FOR PAY@TABLE (YES/NO), SHOW REMOVE FEE (YES/NO), PROMPT PASSWORD TO REMOVE FEE (YES/NO), INCLUDE TAX (YES/NO), and a SURCHARGE % field set to 4.000.

## STEP 6

Scroll down and select **Save**.

The screenshot shows the 'POS MENU CONFIG' page. At the bottom right, the 'SAVE' button is highlighted with a blue circle and an arrow pointing to it. Other visible elements include the 'CLEAR' button, a 'Upload Logo' icon, and a sidebar menu with options like Transactions, Device Admin, Settings, Device Management, Reports, Downloads, and Billing.

## STEP 7

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

