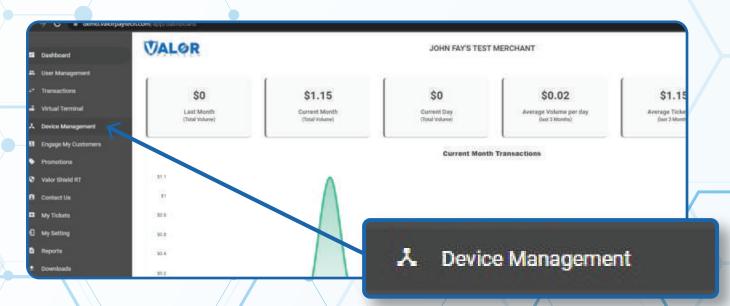## STEP 1

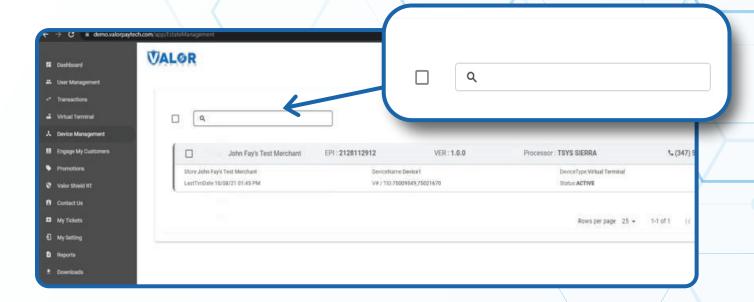Go to **www.online.valorpaytech.com** and enter your login credentials.

STEP 2
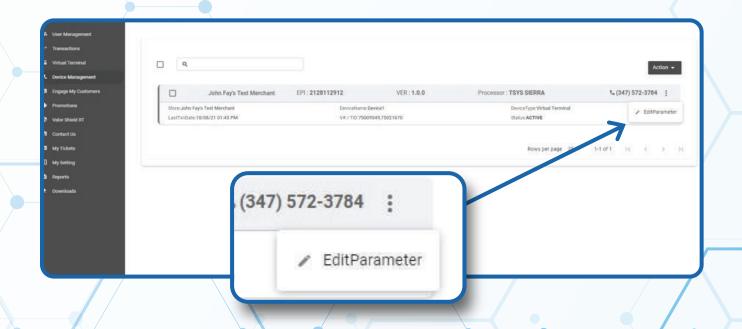
Select **Device Management** in the sidebar menu.

STEP 3

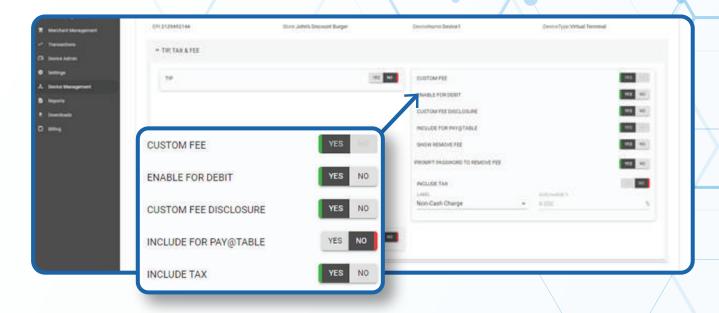Use **search bar** to look up the EPI you want to include Tax in **Custom Fee.**

STEP 4

Once the device comes up, select the **Vertical Ellipsis** on the top right of the snapshot and select **Edit Parameters**
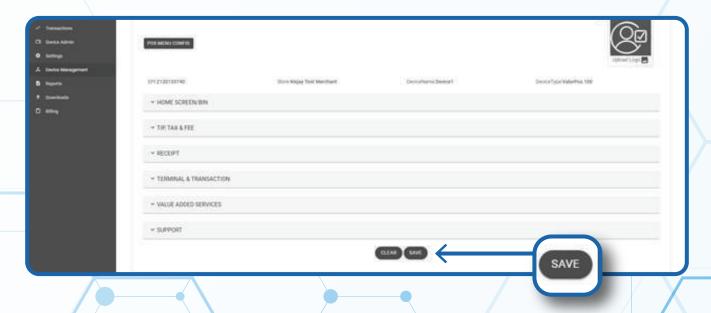
STEP 5

Within the **Tip, Tax & Fee** section, enable **Custom Fee** and **Include Tax**

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.

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FAVORITES

6. Download Package

7. Comm Config

8. Reboot

9. Start RD

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