



Include Tax in Custom Fee

STEP 1

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

Email

Password

Remember Me [Forgot Password](#)

SIGN IN

VALOR
PAYTECH

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)

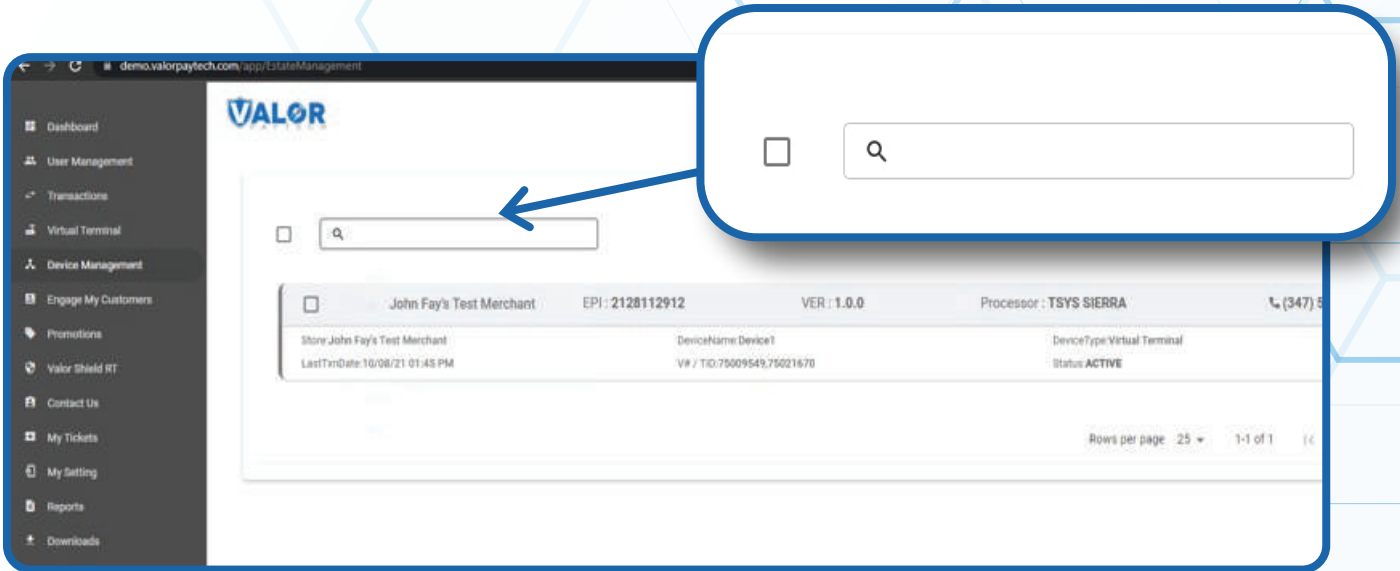
\$1.15
Average Ticket (last 3 Months)

Current Month Transactions

Device Management

STEP 3

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

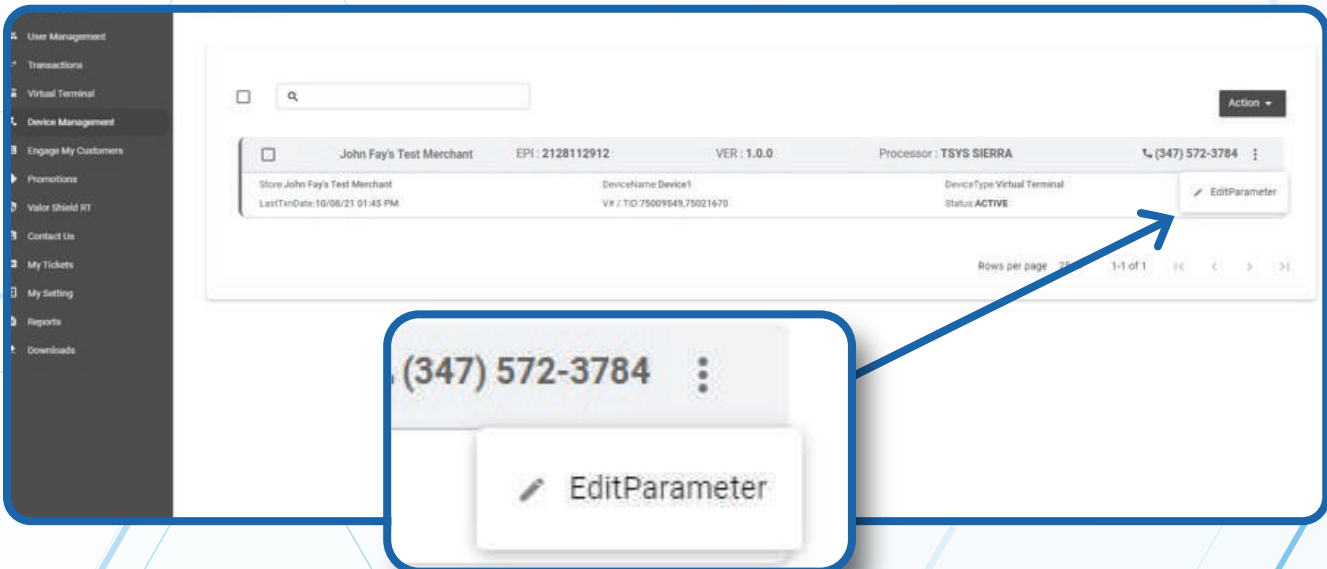


The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar is a table of devices. The table has columns for Merchant Name, EPI, Version, Processor, and Phone Number. The first row shows 'John Fay's Test Merchant' 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 in the table. A callout box shows a close-up of the phone number '(347) 572-3784' and the 'EditParameter' button.

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 **Custom Fee** and **Include Tax**

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

Setting	Yes	No
CUSTOM FEE	YES	NO
ENABLE FOR DEBIT	YES	NO
CUSTOM FEE DISCLOSURE	YES	NO
INCLUDE FOR PAY@TABLE	YES	NO
INCLUDE TAX	YES	NO

The main page also shows a 'TIP' field with 'YES' and 'NO' buttons, and a 'CUSTOM FEE' section with various sub-settings like 'ENABLE FOR DEBIT', 'CUSTOM FEE DISCLOSURE', 'INCLUDE FOR PAY@TABLE', 'SHOW REMOVE FEE', and 'PROMPT PASSWORD TO REMOVE FEE'. The 'INCLUDE TAX' section is also visible with a 'Non-Cash Charge' dropdown and a '4.000' value.

STEP 6

Scroll down and select **Save**.

The screenshot shows the 'TIP TAX & FEE' configuration page with a 'SAVE' button highlighted. The page includes a 'HOME SCREEN/BIN' section, a 'TIP TAX & FEE' section, a 'RECEIPT' section, a 'TERMINAL & TRANSACTION' section, a 'VALUE ADDED SERVICES' section, and a 'SUPPORT' section. The 'SAVE' button is located at the bottom right of the page.

STEP 7

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

