

Manual Entry During Card Transactions



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)

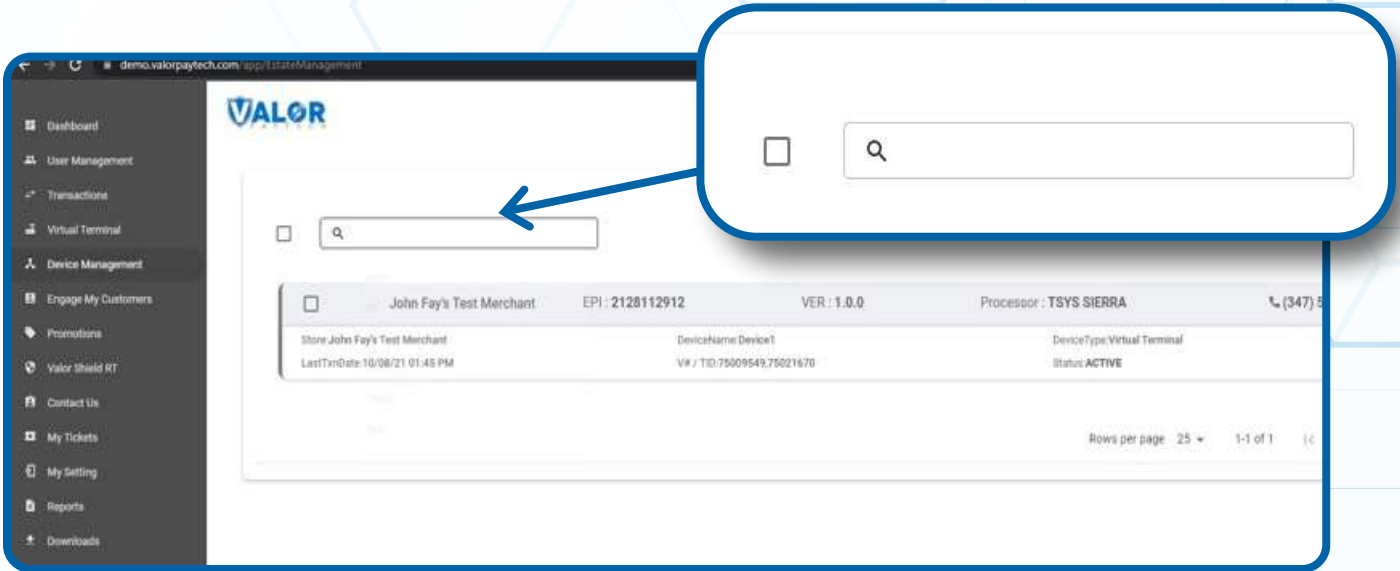
\$1.15
Average Ticket (last 3 Months)

Current Month Transactions

Device Management

STEP 3

Use **search bar** to look up the EPI for the desired device you would like to complete manual transactions on.



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 with the following data:

| Store | EPI | VER | Processor | Phone |
|--------------------------|------------|-------|-------------|------------|
| John Fay's Test Merchant | 2128112912 | 1.0.0 | TSYS SIERRA | (347) 5... |

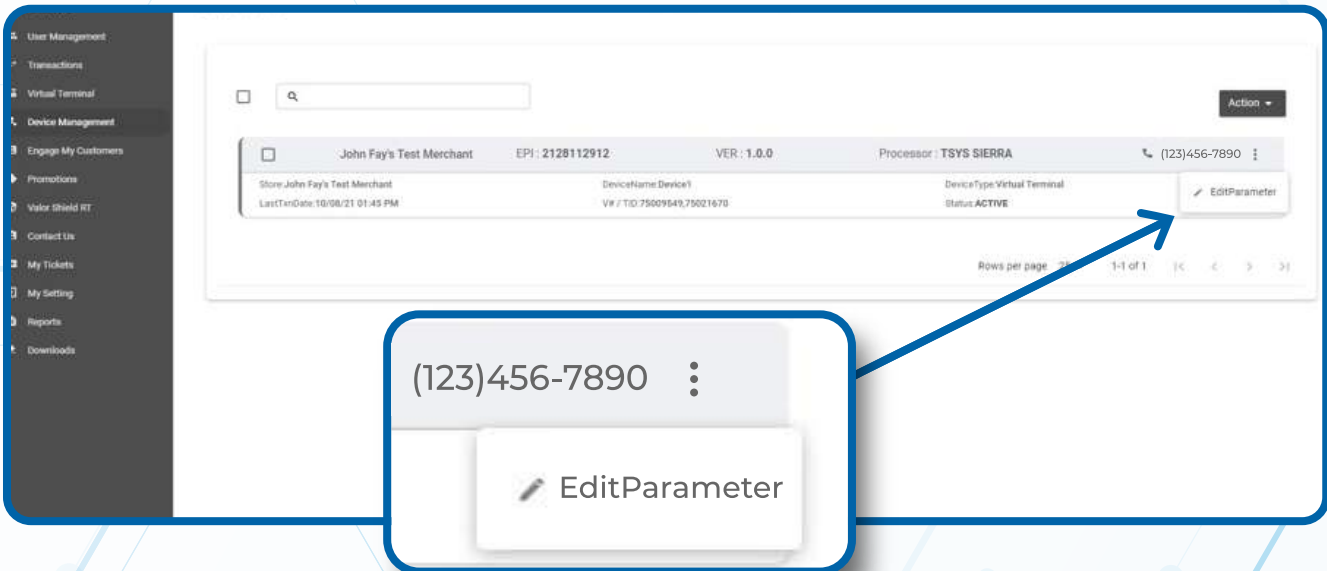
Below the table, there is a row of details for the selected device:

| | | |
|---------------------------------|-----------------------------|------------------------------|
| Store: John Fay's Test Merchant | DeviceName: Device1 | DeviceType: Virtual Terminal |
| LastTrnDate: 10/08/21 01:45 PM | V# / TID: 75009549,75021670 | Status: ACTIVE |

At the bottom right of the table, there are controls for "Rows per page: 25" and "1-1 of 1".

STEP 4

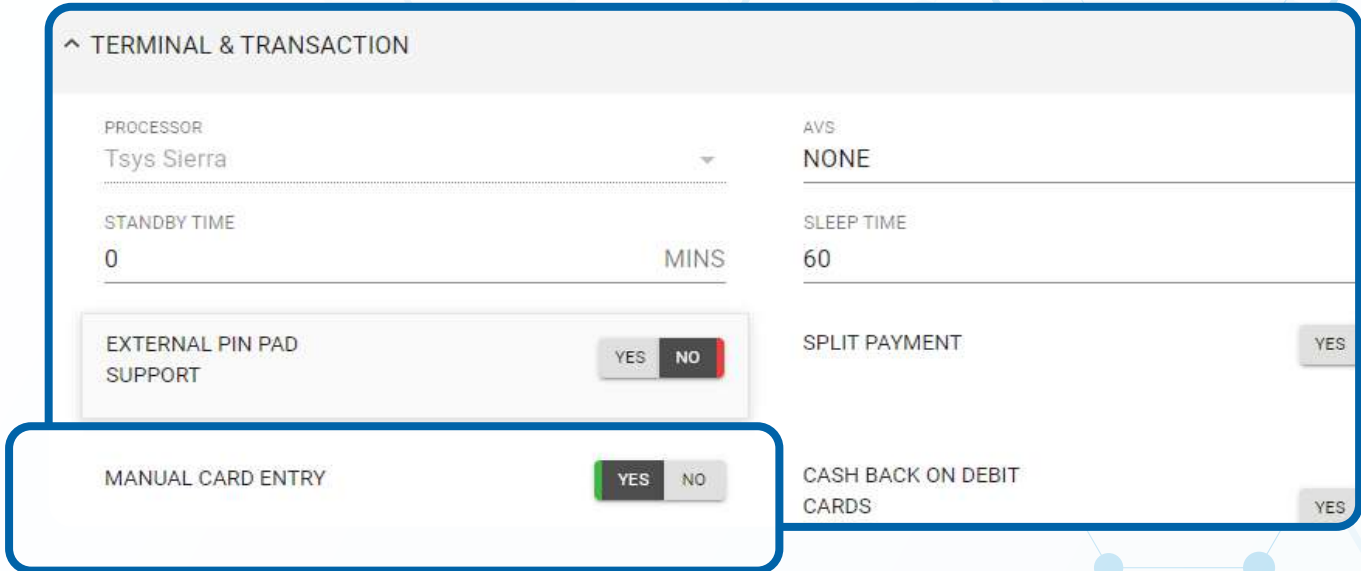
Once displayed, select the **vertical ellipsis (:)** on the top right of the snapshot and select **EditParameter**.



The screenshot shows the VALOR Merchant Portal interface. A blue box highlights the vertical ellipsis menu icon on the top right of the device snapshot. An arrow points from this icon to a callout box that shows the phone number "(123)456-7890" and the "EditParameter" button.

STEP 5

Then proceed to scroll down to **Terminal & Transactions**, click on the tab and enable **“Manual Card Entry”**.

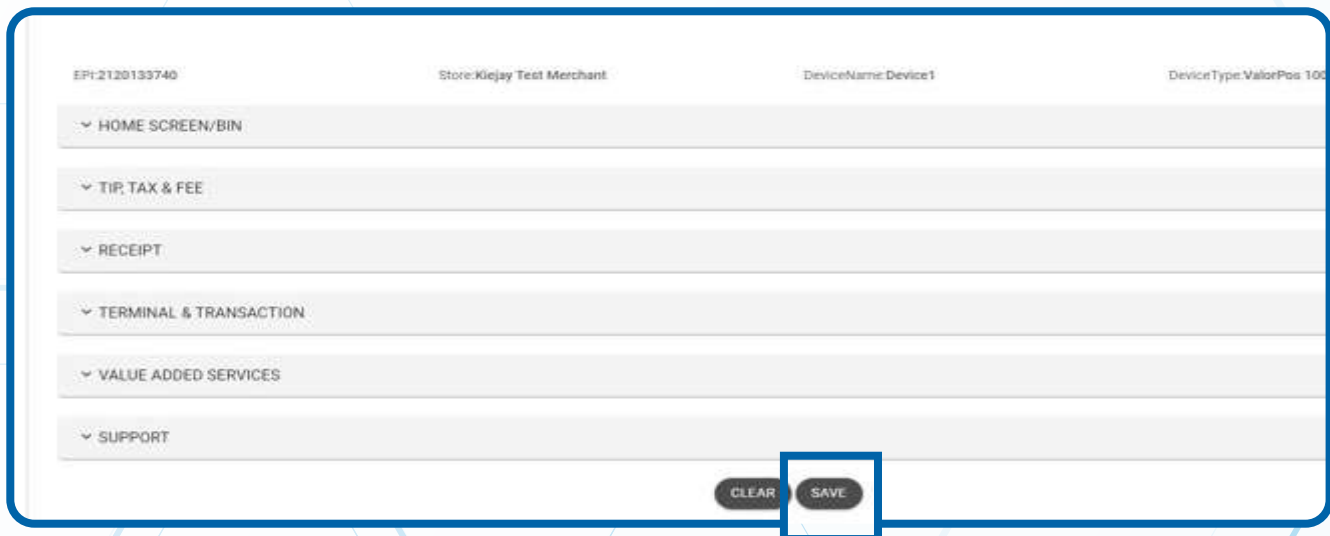


The screenshot shows the 'TERMINAL & TRANSACTION' settings page. The 'MANUAL CARD ENTRY' toggle is highlighted with a blue box and is currently set to 'YES'. Other settings include: PROCESSOR (Tsys Sierra), AVS (NONE), STANDBY TIME (0 MINS), SLEEP TIME (60), EXTERNAL PIN PAD SUPPORT (NO), SPLIT PAYMENT (YES), and CASH BACK ON DEBIT CARDS (YES).

| Setting | Value |
|--------------------------|-------------|
| PROCESSOR | Tsys Sierra |
| AVS | NONE |
| STANDBY TIME | 0 MINS |
| SLEEP TIME | 60 |
| EXTERNAL PIN PAD SUPPORT | NO |
| SPLIT PAYMENT | YES |
| MANUAL CARD ENTRY | YES |
| CASH BACK ON DEBIT CARDS | YES |

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, and SUPPORT. The 'SAVE' button is located at the bottom right of the menu.

Menu items:

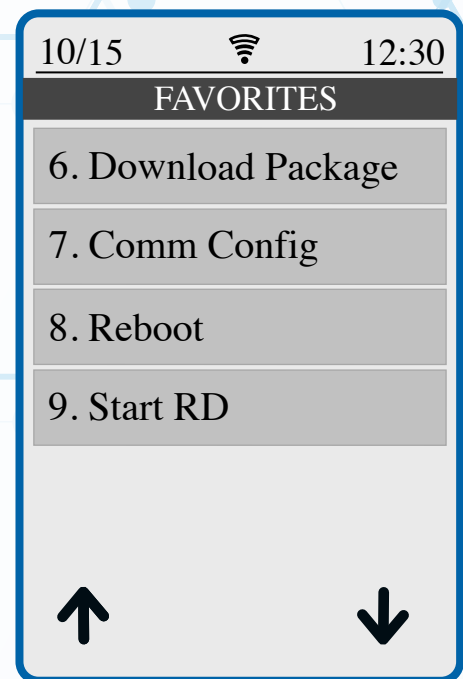
- HOME SCREEN/BIN
- TIP, TAX & FEE
- RECEIPT
- TERMINAL & TRANSACTION
- VALUE ADDED SERVICES
- SUPPORT

Buttons: CLEAR, SAVE

STEP 7

After making parameter changes, you must perform a download on the device by pressing:

★ > 6 > OK button



STEP 8

Once the download has finished, start a test sale and once the present card screen shows up, start keying in a card number and the terminal will automatically switch to manual card entry.

