

Remove Disclosure for 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

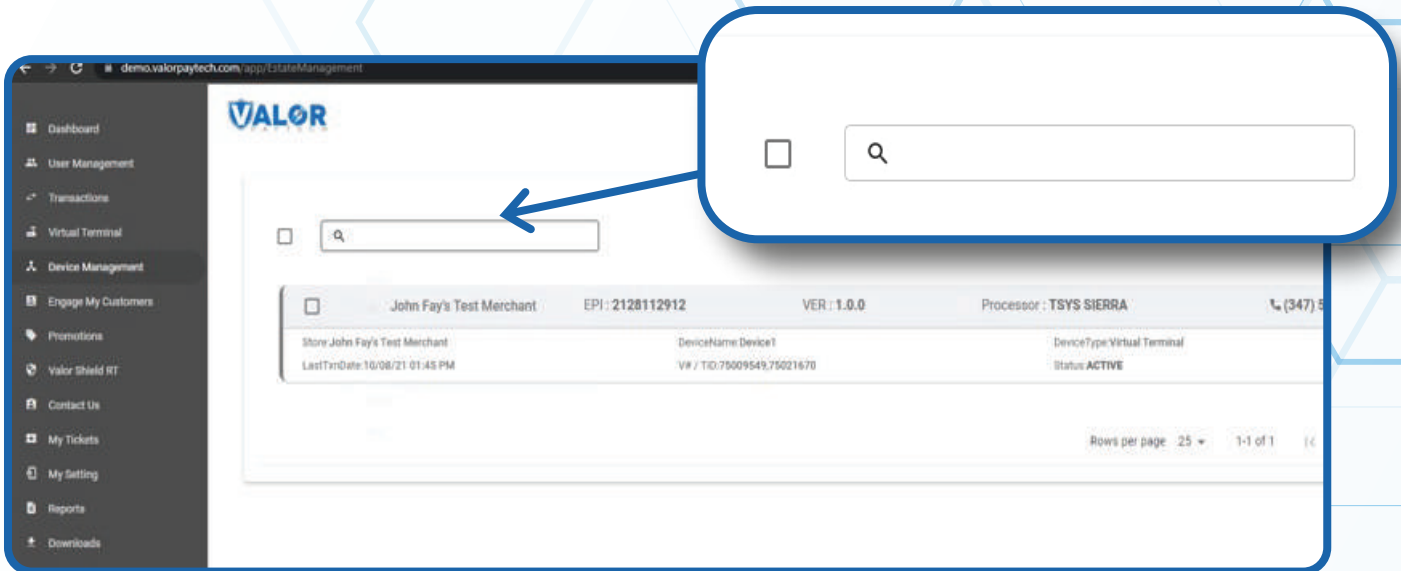
\$0 Last Month (Total Volume)	\$1.15 Current Month (Total Volume)	\$0 Current Day (Total Volume)	\$0.02 Average Volume per day (last 3 Months)	\$1.15 Average Ticket (last 3 Months)
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Current Month Transactions

Device Management

STEP 3

Use **search bar** to look up the EPI you want to Remove Disclosure for **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 is highlighted.

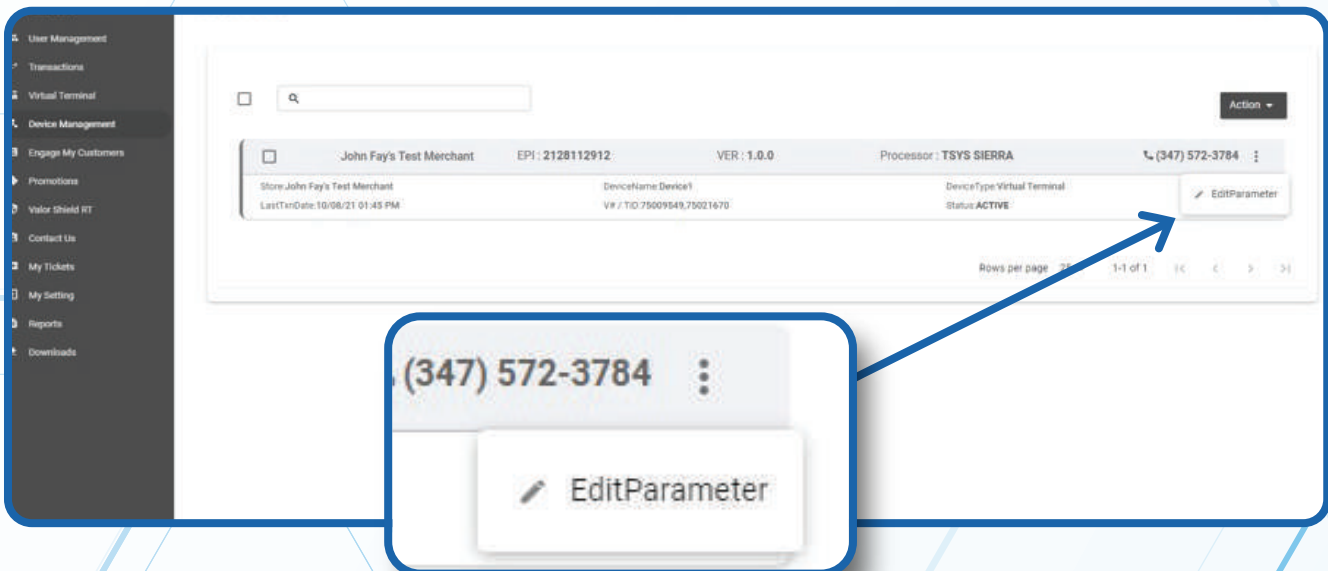
Merchant Name	EPI	Version	Processor	Phone Number
John Fay's Test Merchant	2128112912	1.0.0	TSYS SIERRA	(347) 572-3784

Below the table, there is a section for device details for the selected merchant:

Store: John Fay's Test Merchant	DeviceName: Device1	DeviceType: Virtual Terminal
LastTrnDate: 10/08/21 01:45 PM	VF / 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**

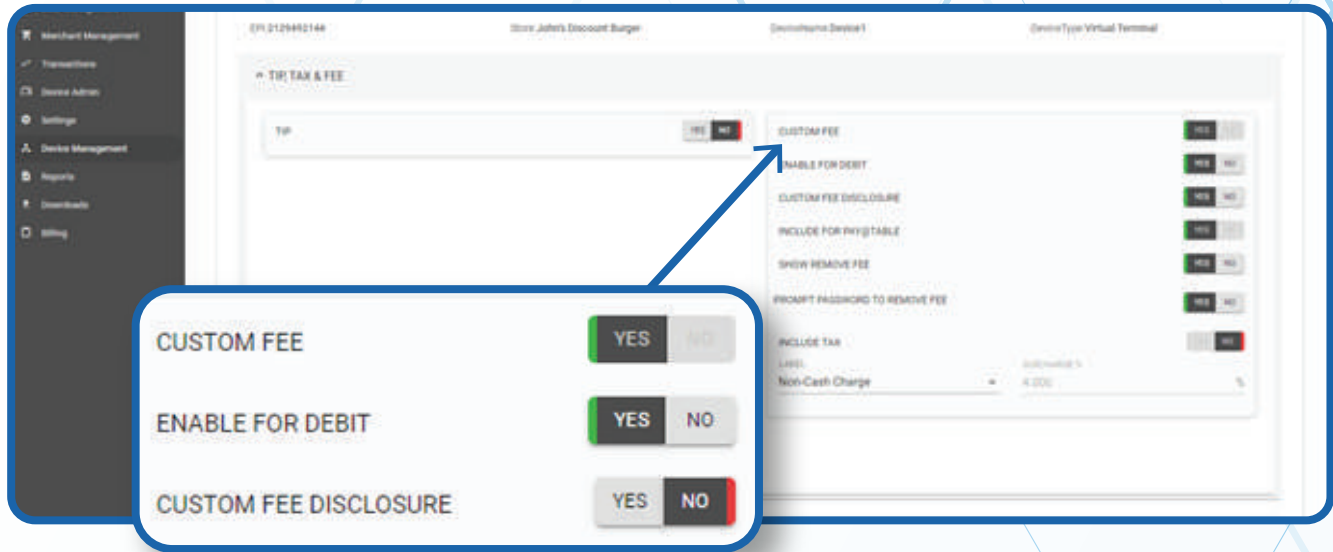


The screenshot shows the VALOR Merchant Portal interface. A blue box highlights the 'Edit Parameters' button in the table. A callout box shows a close-up of the button, which is labeled '(347) 572-3784' and 'EditParameter'.

John Fay's Test Merchant	EPI: 2128112912	VER: 1.0.0	Processor: TSYS SIERRA	(347) 572-3784	Action
Store: John Fay's Test Merchant	DeviceName: Device1	DeviceType: Virtual Terminal	Status: ACTIVE	✎ EditParameter	

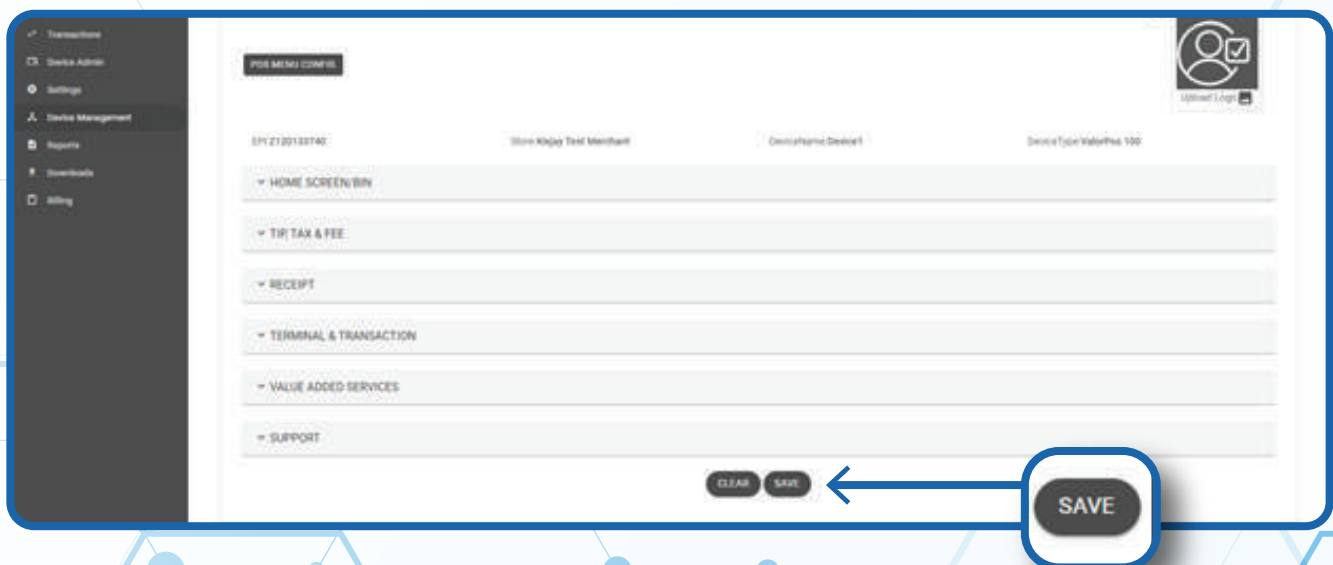
STEP 5

Within the **Tip, Tax & Fee** section, enable **Custom Fee** and disable **Custom Fee Disclosure**.



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.

