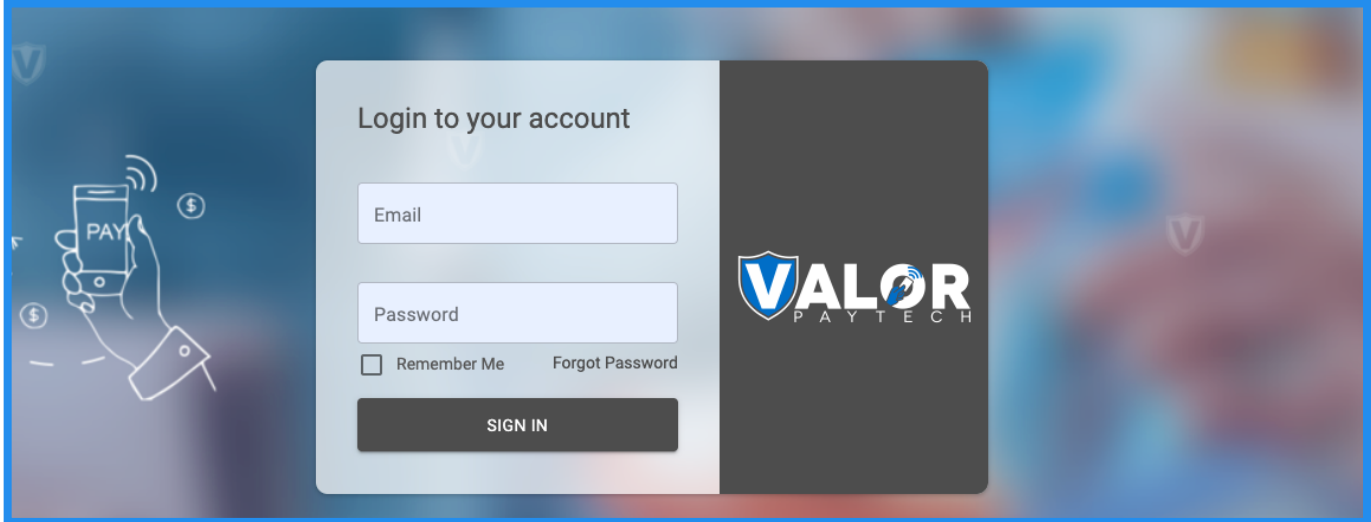# Setting Up Recurring Payments
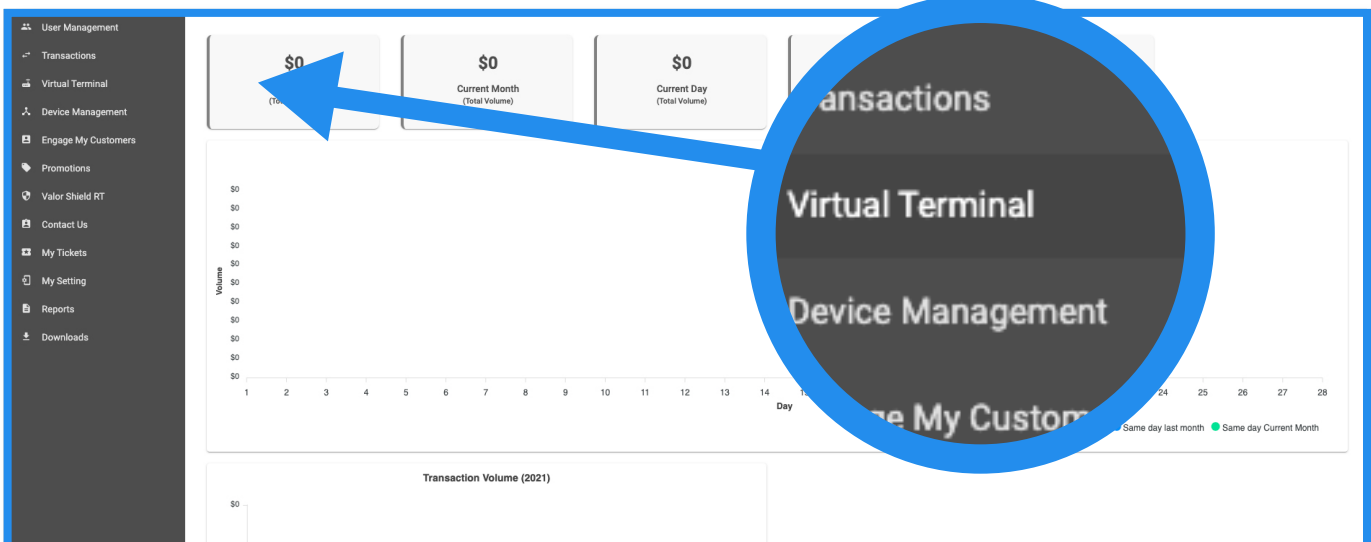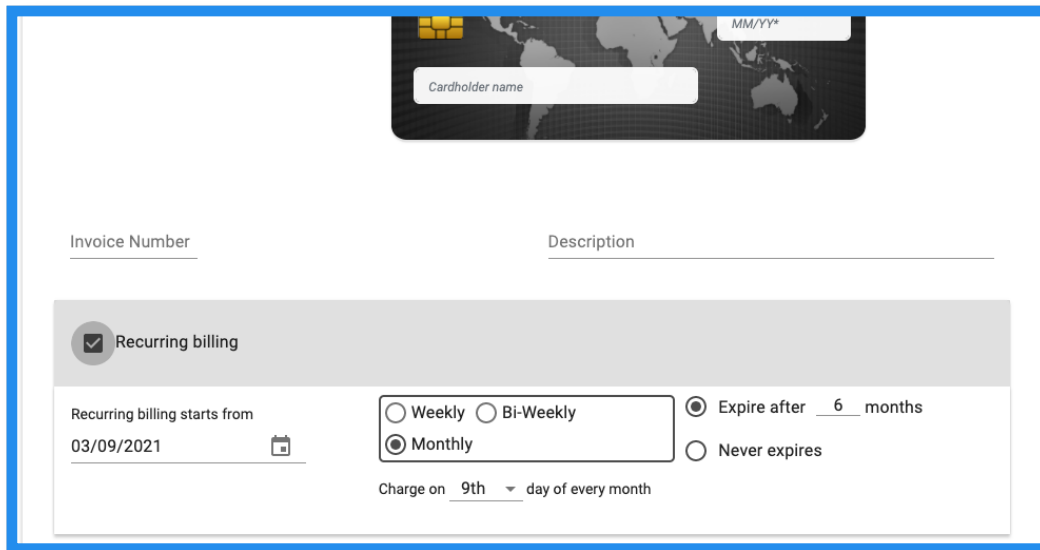
Step 1

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

Step 2

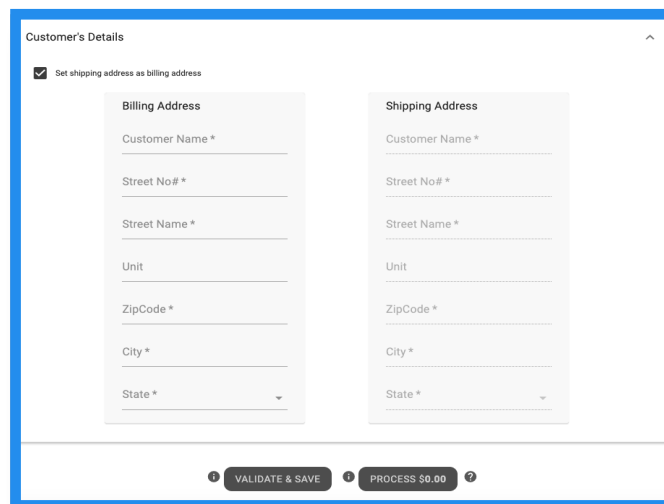Once logged in, click on the **Virtual Terminal** on the sidebar Menu.

Step 3

Enter the sale and card information, then check the Recurring billing checkbox on the bottom left. Then you can set up parameters for the recurring payments.

Step 4

Scroll down, then enter the shipping and billing addresses. Once entered, scroll down again and click on **Validate & Save.**