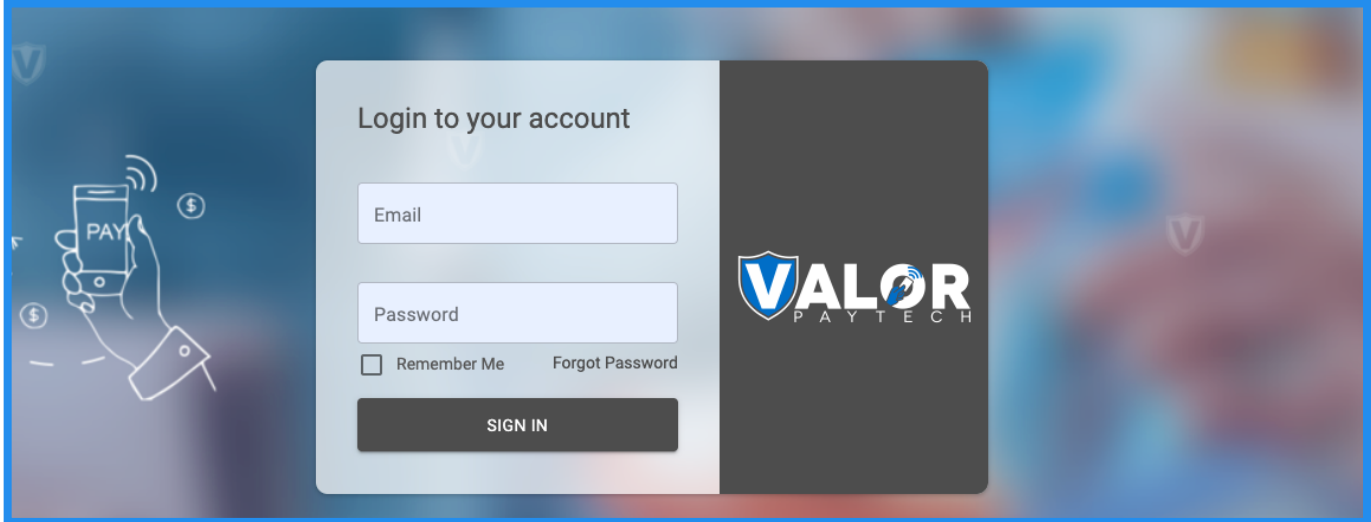


Setting Up Recurring Payments

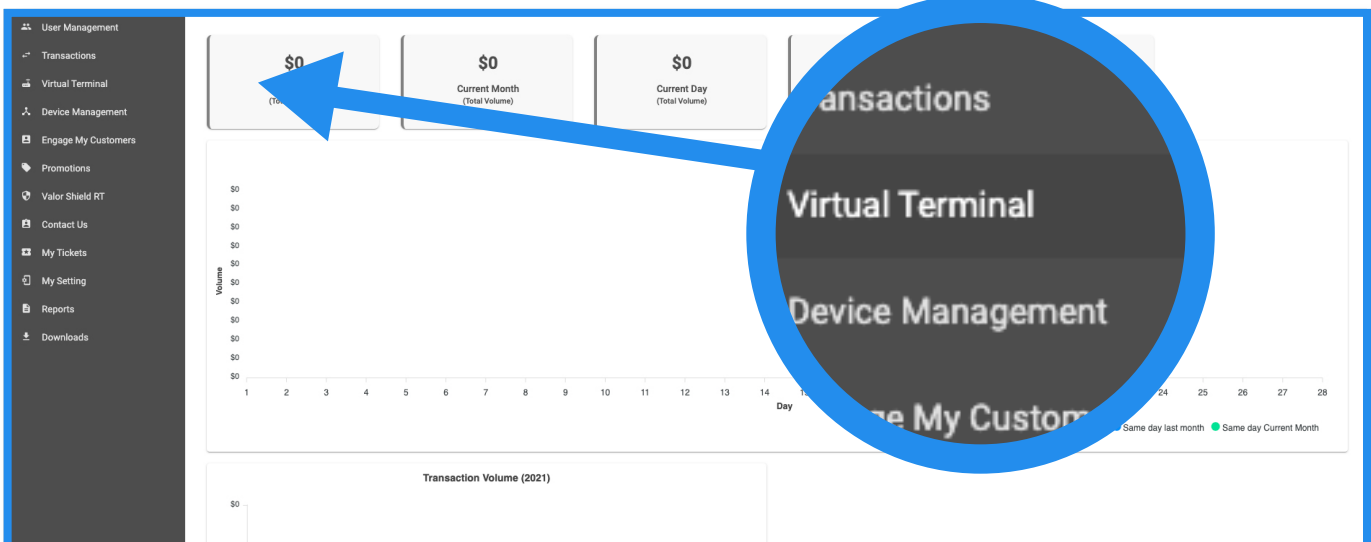


Step 1



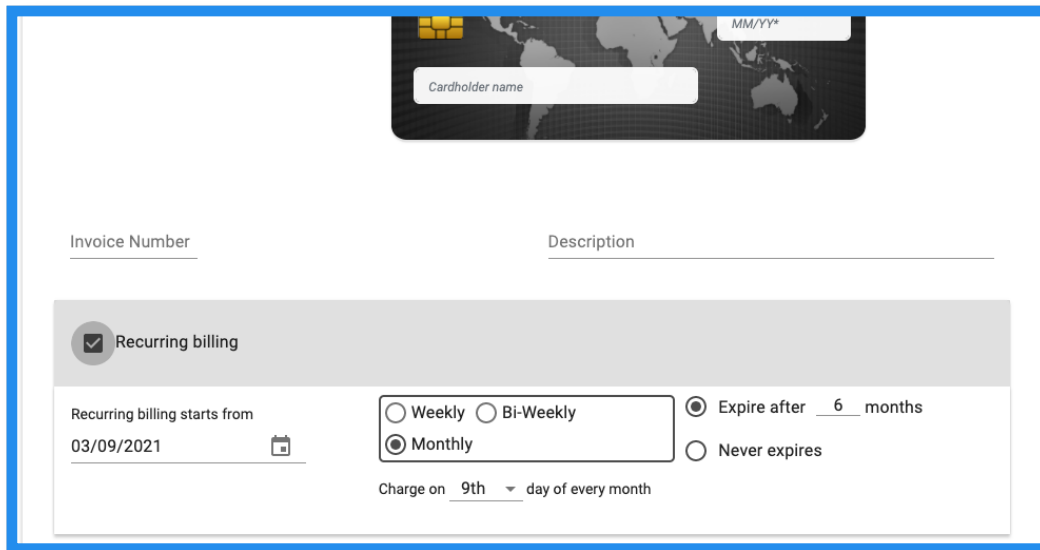
Go to www.online.valorpaytech.com
And enter your login credentials.

Step 2



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

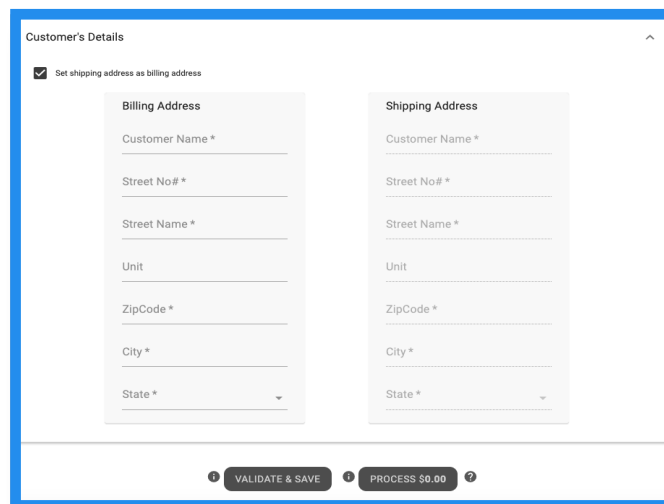
Step 3



The screenshot shows a payment form with a card image at the top. Below the card, there are fields for "Invoice Number" and "Description". A section titled "Recurring billing" is highlighted with a blue border. It contains a checked checkbox for "Recurring billing". Below this, there are options for "Recurring billing starts from" (03/09/2021), frequency (Monthly selected, Weekly and Bi-Weekly unselected), and expiration (Expire after 6 months selected, Never expires unselected). At the bottom, it says "Charge on 9th day of every month".

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



The screenshot shows a form titled "Customer's Details" with a checked checkbox "Set shipping address as billing address". Below this, there are two columns of address fields: "Billing Address" and "Shipping Address". Each column has fields for Customer Name, Street No#, Street Name, Unit, ZipCode, City, and State. At the bottom, there are two buttons: "VALIDATE & SAVE" and "PROCESS \$0.00".

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