

Settlement Report Delivery Method



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

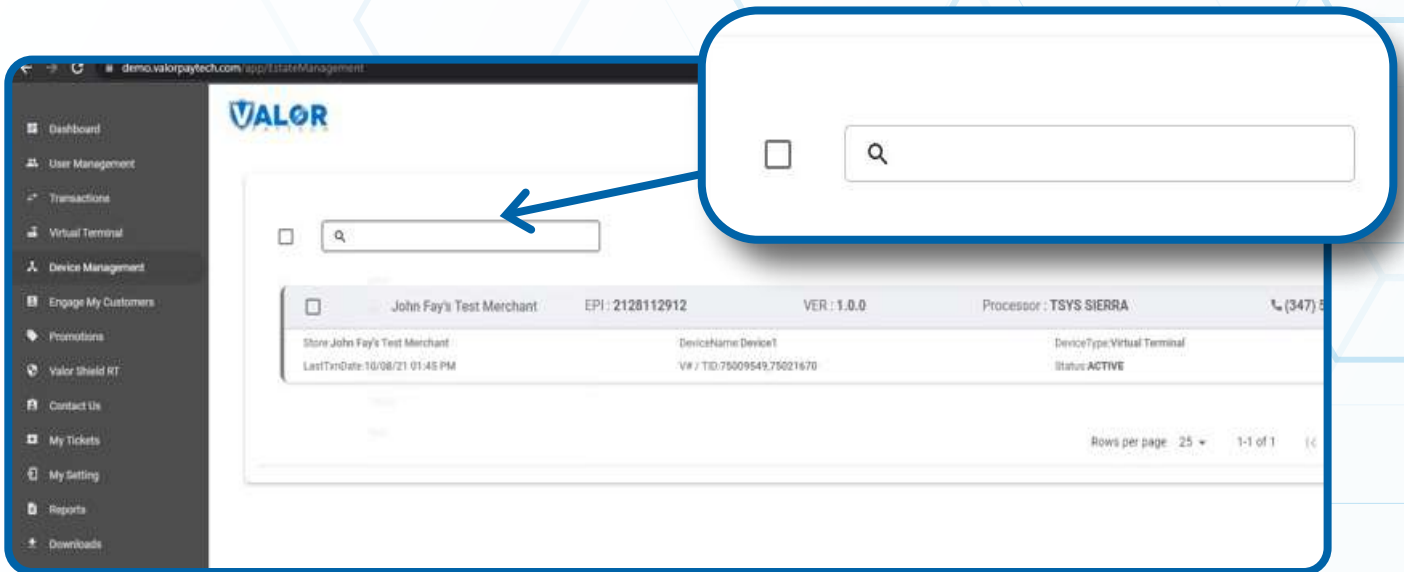
\$0 Last Month (Total Volume)	\$1.15 Current Month (Total Volume)	\$0 Current Day (Total Volume)	\$0.02 Average Volume per day (last 3 Months)	\$1.15 Average Ticket (last 3 Months)
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Current Month Transactions

Device Management

STEP 3

Use **search bar** to look up the EPI you want to update the settlement report delivery method on.



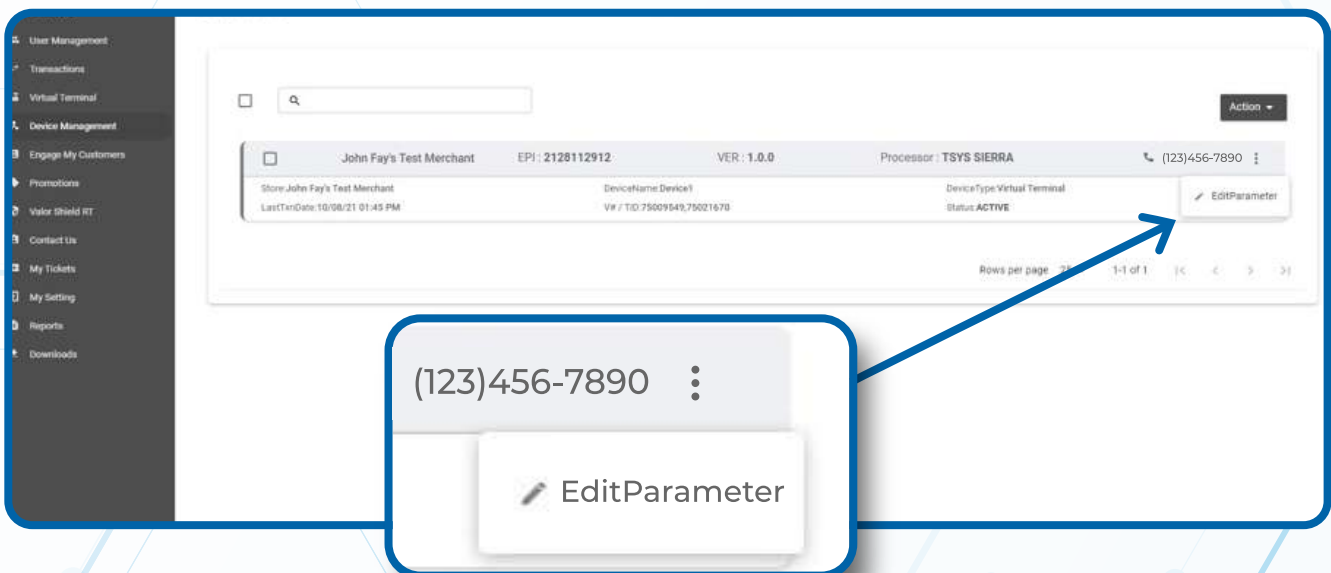
The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar is a table with the following data:

Merchant Name	EPI	VER	Processor	Contact
John Fay's Test Merchant	2128112912	1.0.0	TSYS SIERRA	(347) 5...

The table also includes columns for Store Name, Device Name, Device Type, and Status. The status is listed as ACTIVE. The bottom of the table shows pagination: Rows per page: 25, 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 same table as in Step 3. A blue box highlights the vertical ellipsis menu icon on the right side of the table row. An arrow points from this icon to a callout box that shows the menu options:

- (123)456-7890 ⋮
- EditParameter

STEP 5

Within the **Receipt** section, there are toggles for both **Print Detailed Report** and **Send Email Report**. The *Send Email Report* option is for having the settlement report emailed to the merchant and the *Print Detailed Report* option is for having the settlement report printed on the terminal. The merchant can have both enabled if needed.

^ RECEIPT

HEADER 1 Fadil's Test Store	HEADER 2 3636 33rd St
HEADER 3 ASTORIA NY 11106	HEADER 4 929-251-4486
FOOTER Thank You	DISCLAIMER Cardholder acknowledges receipt of goods and obligations set forth by the cardholder's agreement with issuer.

PRINT DETAILED REPORT YES NO SEND EMAIL REPORT YES NO

PAPER RECEIPT YES NO RECEIPT OPTIONS
PRINT BOTH WITH PROMPT

STEP 6

Scroll down and select **Save**.

EPI:2120133740 Store:Kiejay Test Merchant DeviceName: Device1 DeviceType:ValorPos 100

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

CLEAR **SAVE**

STEP 7

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

★ > 6 > OK button

