



Deactivate an EPI

STEP 1

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

Email

Password

Remember Me [Forgot Password](#)

SIGN IN

VALOR
PAY TECH

STEP 2

Select **Merchant Management** in the sidebar menu.

Merchant Management

- Dashboard
- User Management
- Merchant Management**
- Transactions
- Remote Diagnostics
- Device Management
- Valor Shield RT
- Contact Us
- Support
- My Setting
- Reports
- Downloads

Total Merchants: 1

Devices: 1

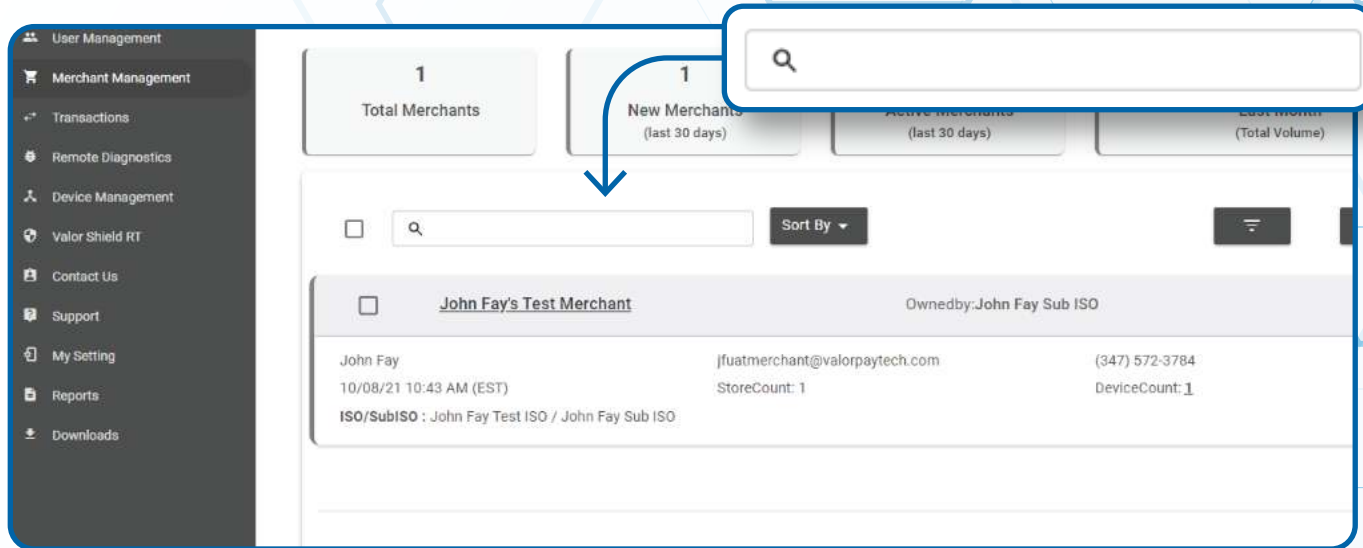
New Merchants (last 30 days): 1

Active Merchants: 1

Current Month Transactions

STEP 3

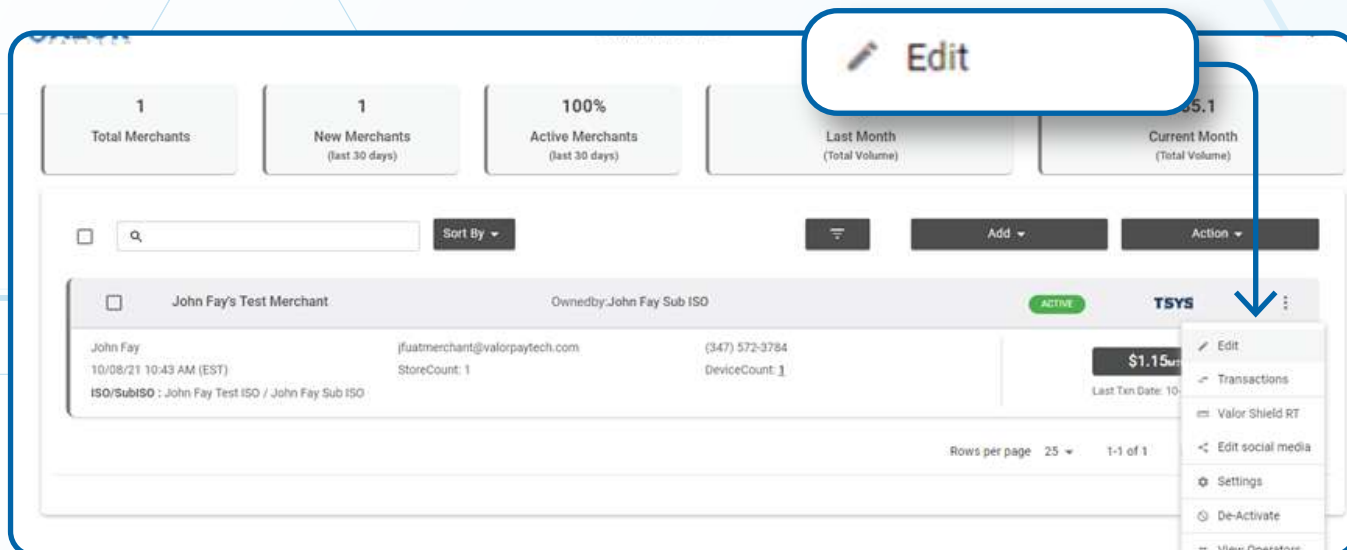
Use the search bar to search for the EPI you want to deactivation.



The screenshot shows the Merchant Management interface. A search bar is highlighted with a blue box and a magnifying glass icon. Below the search bar, a merchant entry for "John Fay's Test Merchant" is visible. The merchant details include: John Fay, 10/08/21 10:43 AM (EST), ISO/SubISO: John Fay Test ISO / John Fay Sub ISO, jfuatmerchant@valorpaytech.com, StoreCount: 1, (347) 572-3784, and DeviceCount: 1. The merchant is owned by John Fay Sub ISO.

STEP 4

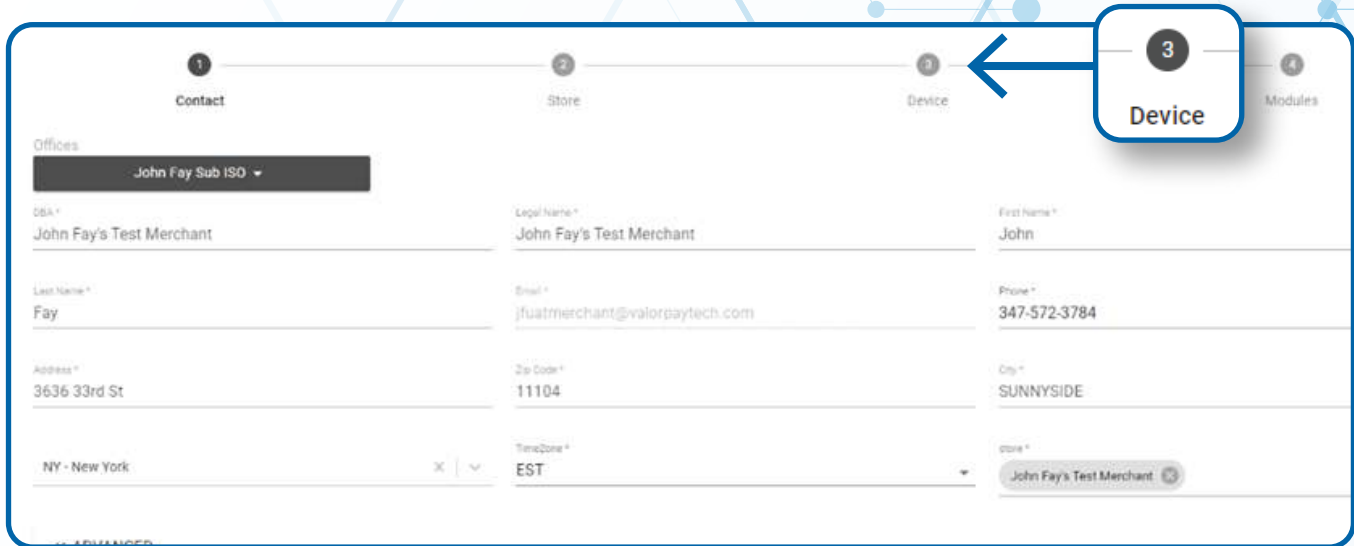
When the Merchant comes up, select the **Vertical Ellipsis** on the top right of the merchant snapshot and select **Edit**.



The screenshot shows the Merchant Management interface with the merchant entry for "John Fay's Test Merchant" selected. The merchant details are the same as in Step 3. The merchant is currently marked as "ACTIVE" and associated with "TSYS". The "Edit" button is highlighted with a blue box and a magnifying glass icon. The action menu is open, showing options: Edit, Transactions, Valor Shield RT, Edit social media, Settings, De-Activate, and View Operators.

STEP 5

Select **Device** at the top of the page to go to the **Device** page.



1 Contact 2 Store 3 Device 4 Modules

Offices
John Fay Sub ISO

DSA*
John Fay's Test Merchant

Legal Name*
John Fay's Test Merchant

First Name*
John

Last Name*
Fay

Email*
jfusatmerchant@valorpaytech.com

Phone*
347-572-3784

Address*
3636 33rd St

Zip Code*
11104

City*
SUNNYSIDE

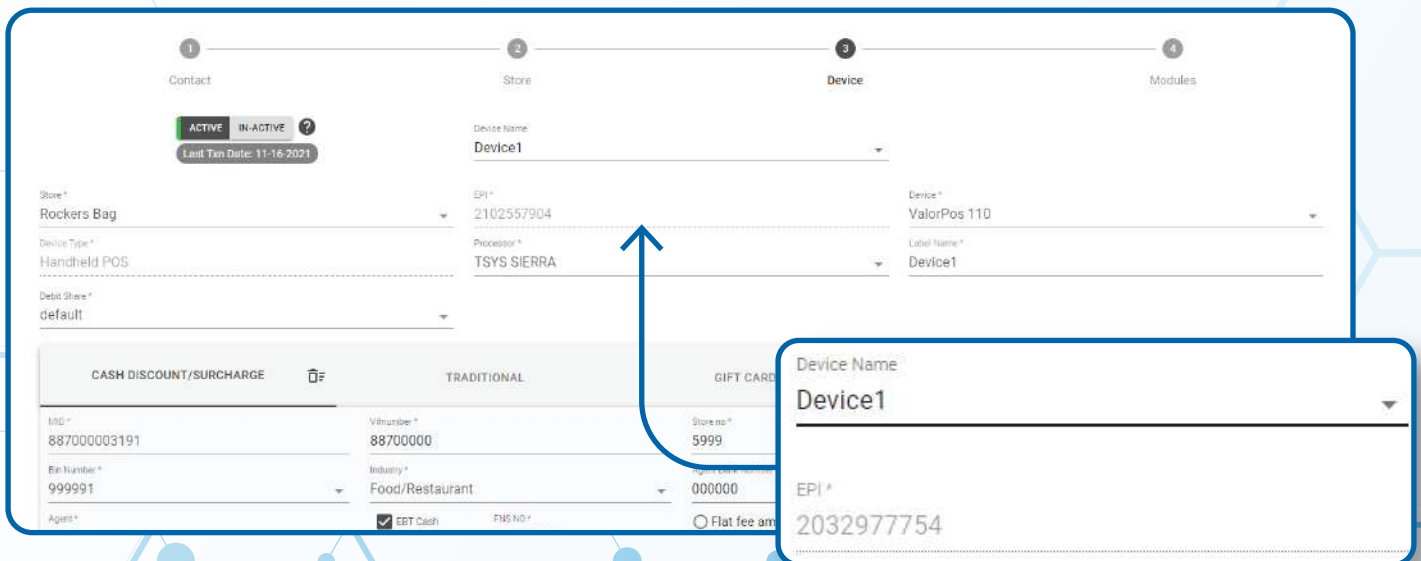
NY - New York

Time Zone*
EST

Store*
John Fay's Test Merchant

STEP 6

Click on the dropdown list under **Device Name** and select the EPI you want to deactivate.



1 Contact 2 Store 3 Device 4 Modules

ACTIVE IN-ACTIVE ?
Last Tan Date: 11-16-2021

Device Name*
Device1

Device*
ValorPos 110

Label Name*
Device1

Store*
Rockers Bag

Device Type*
Handheld POS

EPI*
2102557904

Processor*
TSYS SIERRA

CASH DISCOUNT/SURCHARGE	TRADITIONAL	GIFT CARD
MID* 887000003191	Vinumber* 88700000	Store no* 5999
Bin Number* 999991	Industry* Food/Restaurant	Gift Card* 000000
Agent*	<input checked="" type="checkbox"/> EBT Cash FMS NO*	<input type="checkbox"/> Flat fee am

Device Name*
Device1

EPI*
2032977754

STEP 7

Toggle the **Active** switch on the top left corner of the page to **Inactive** and this will deactivate the specified EPI number.

1 Contact 2 Store 3 Device 4 Modules

ACTIVE **IN-ACTIVE** ?
Last Txn Date: 11-16-2021

Store*
Rockers Bag

Device Type*
Handheld POS

Device Name*
Device1

EPI*
2102557904

Processor*
TSYS SIERRA

Device*
ValorPos 110

Label Name*
Device1

Debit Share*
default

ADDITIONAL

GIFT CARD

Store no*
5999

Term No*
1515

Agent Bank Number*
000000

Chain*
111111

Flat fee amount \$ Custom fee %

STEP 8

Click **Update Device** at the bottom right corner of the page.

ACTIVE **IN-ACTIVE** ?
Last Txn Date: 11-16-2021

Store*
John Fays Test Merchant

Device Type*
Soft Pos

Device Name*
Device1

EPI*
2128012912

Processor*
TSYS-SIERRA

Device*
Virtual Terminal

Label Name*
Device1

Debit Share*
Test

CASH DISCOUNT/SURCHARGE

ADDITIONAL

GIFT CARD

Store no*
886000000072

Term No*
1076

Agent Bank Number*
000000

Chain*
000000

Flat fee amount \$ Custom fee %
3.500

+ Update Device

STEP 9

Click **Next** at the bottom of the page.

Merchant: John-Fay's Test Merchant
Merchant ID: 212812912
Merchant Type: Soft Plus
Processor: TEYS-SIERRA
Device: Virtual Terminal
Test Mode: Test

CASH DISCOUNT/SURCHARGE		TRADITIONAL		GIFT CARD	
Merchant ID	75009549	Merchant ID	1076	Merchant ID	1076
Merchant Name	Retail	Merchant Name	000000	Merchant Name	000000
Merchant Type	<input type="checkbox"/> EST Cash <input type="checkbox"/> EST Pwd	Merchant Type	<input type="radio"/> Flat fee amount \$ <input checked="" type="radio"/> Custom fee %	Merchant Type	Custom fee % 3.500

Buttons: Prev, Next, **Next**, + Update Device

STEP 10

Click **Update Merchant**

Progress: 1 Contact, 2 Store, 3 Device, 4 Modules

Enable Merchant Portal Access

User Management	<input checked="" type="checkbox"/>	T Transactions	<input checked="" type="checkbox"/>	V Virtual Terminal
Device Management	<input checked="" type="checkbox"/>	E Engage My Customers	<input checked="" type="checkbox"/>	
Valor Shield RT	<input checked="" type="checkbox"/>	C Contact Us	<input checked="" type="checkbox"/>	M My Tickets

Buttons: Prev, **Update Merchant**