# Discount Settings

The Discount Settings configuration will allow merchants to add discounts to sales processed on the virtual terminal

## Step 1

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



## Step 2

Click **My Settings** successfully logged into to the portal.

# Step 3

To create a discount template, under **Discount Settings** click
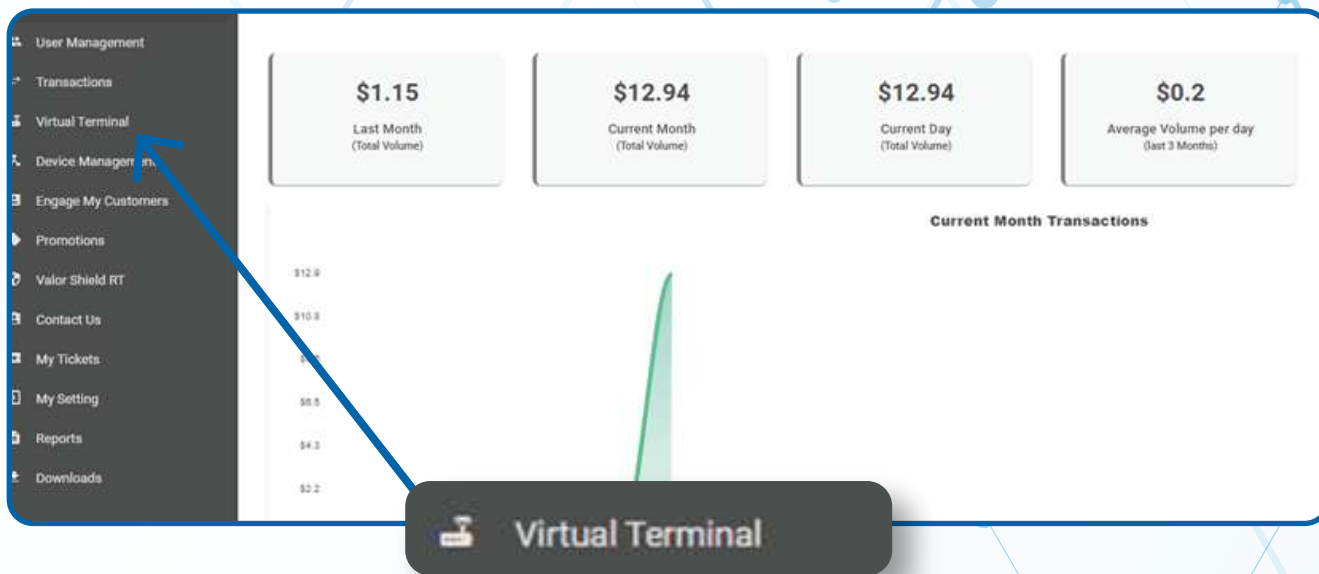**Add Discount** at the top right corner of the page.
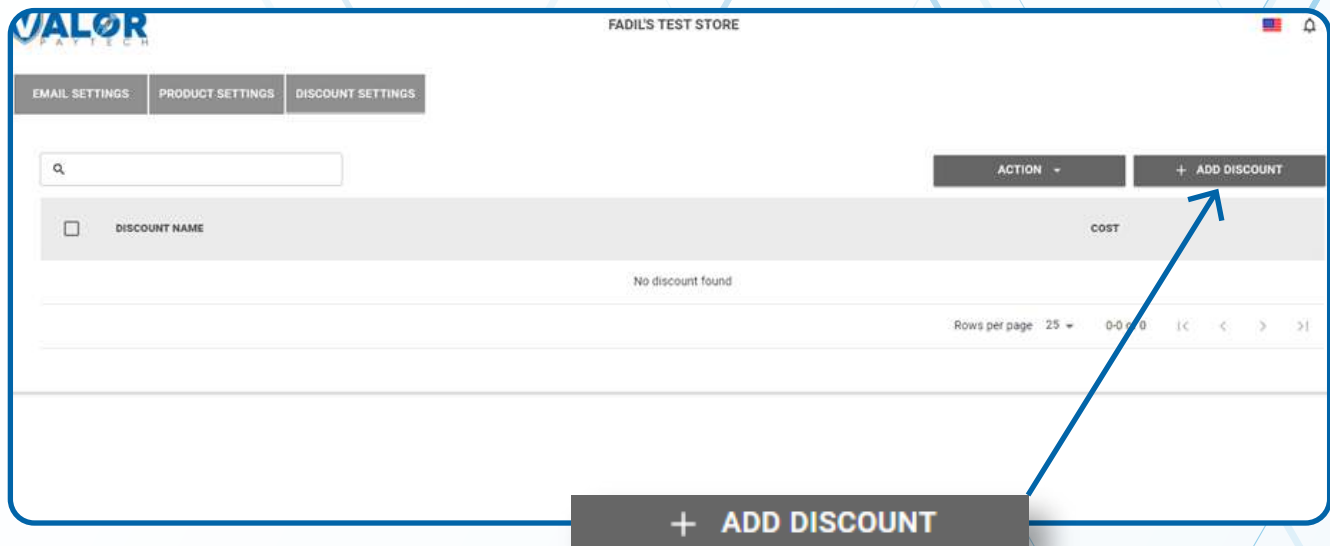


# Step 4

Enter in properties for the discount such as the discount name,
type(Percentage or Flat fee) and the amount for the discount
percentage / flat fee. Click Add. Your discount template will now
show up under the discount settings tab.

# Step 5
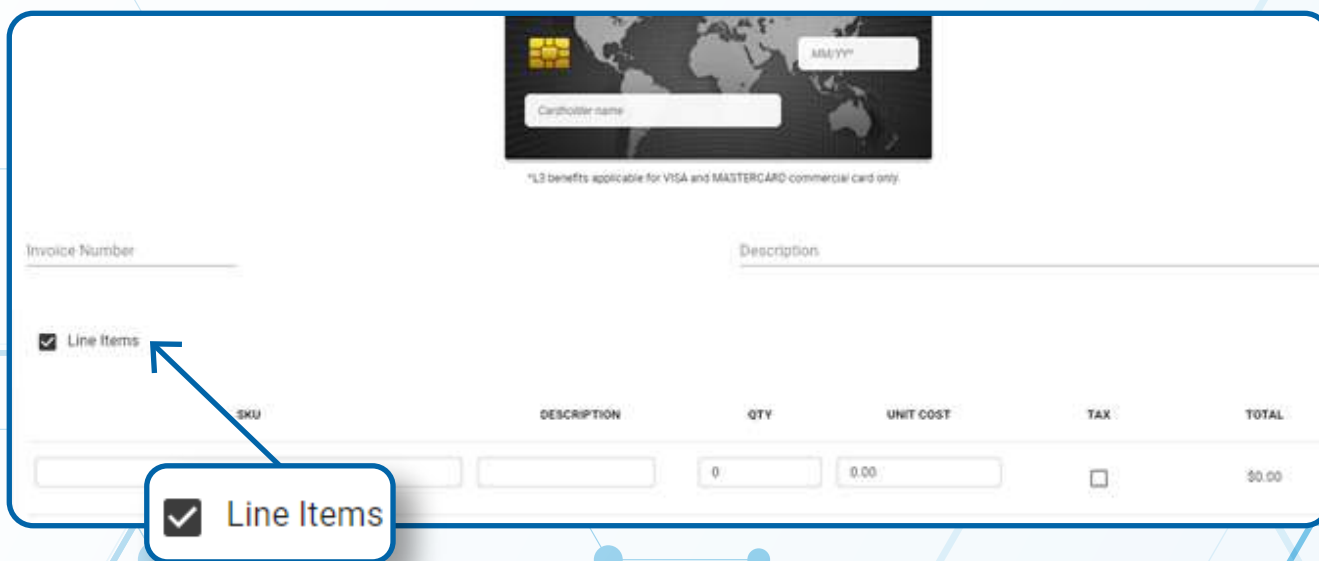
Select Virtual Terminal on the sidebar menu



# Step 6

Scroll down to the **Line Item** tab and click the checkbox.

# Step 7

Enter the **SKU number** of the product you would like to sell at a discount and select the item. The remaining fields will automatically be populated based on the info entered the item.



# Step 8

Click the discounts checkbox & select the dropdown list under **Discount Name** select the discount template that you would like to apply to the product being sold.

# Step 9

Afterwards, you can continue processing the transaction as usual by selecting **Process** at the bottom of the page after entering card credentials at the top of the page.



| | DISCOUNT NAME | COST | TOTAL |
|---|---|---|---|
| ☑ Discounts | | | |
| | test ✕ ▾ | 25.000% | $2.50 |
| | + ADD DISCOUNT | | |

Sub Total:
Tax (4.000%):
SVC Fee ($0.45):
Discount:
**Total:**

**PROCESS**