

# Emailed Transaction Receipts



## STEP 1

Go to [www.online.valorpaytech.com](http://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.

Dashboard

User Management

**Merchant Management**

Transactions

Remote Diagnostics

Device Management

Valor Shield IT

Contact Us

Support

My Setting

Reports

Downloads

**1**  
Total Merchants

**1**  
Devices

**1**  
New Merchants  
(last 30 days)

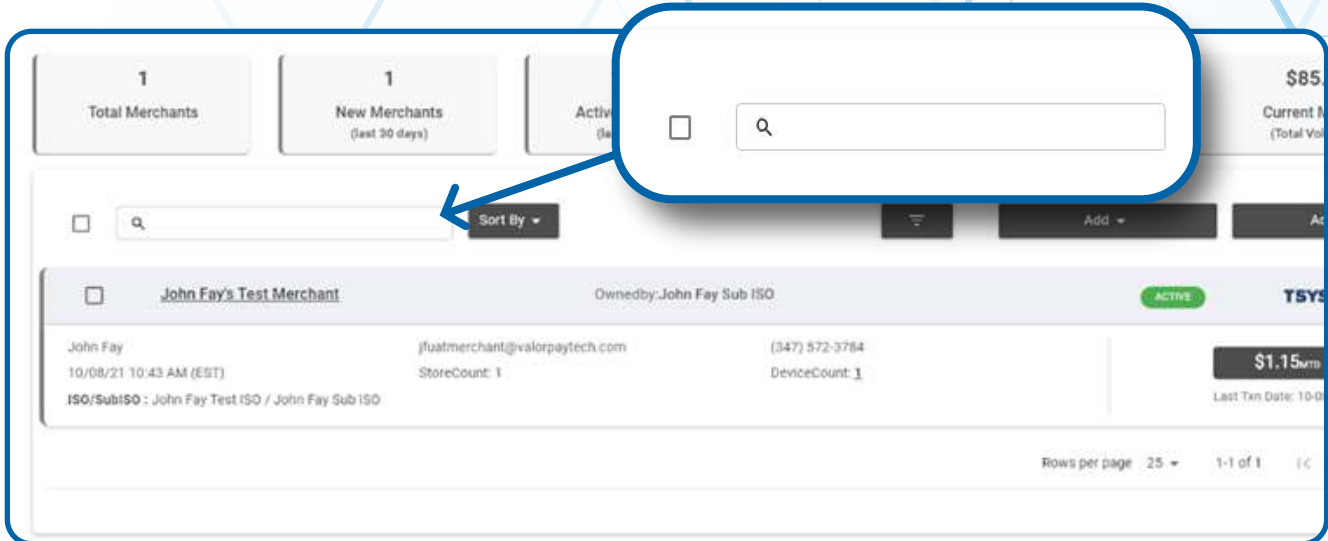
**1**  
Active Merchants  
(last 30 days)

Current Month Transactions

**Merchant Management**

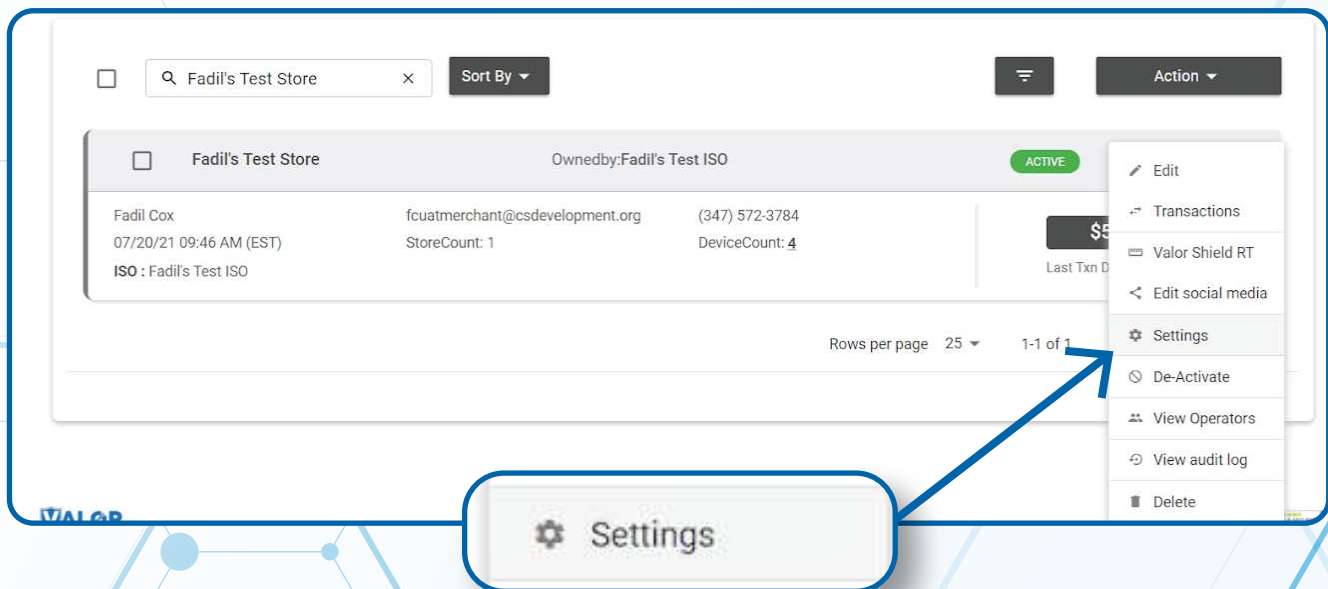
## Step 3

Enter in the Merchant Name into the search bar.



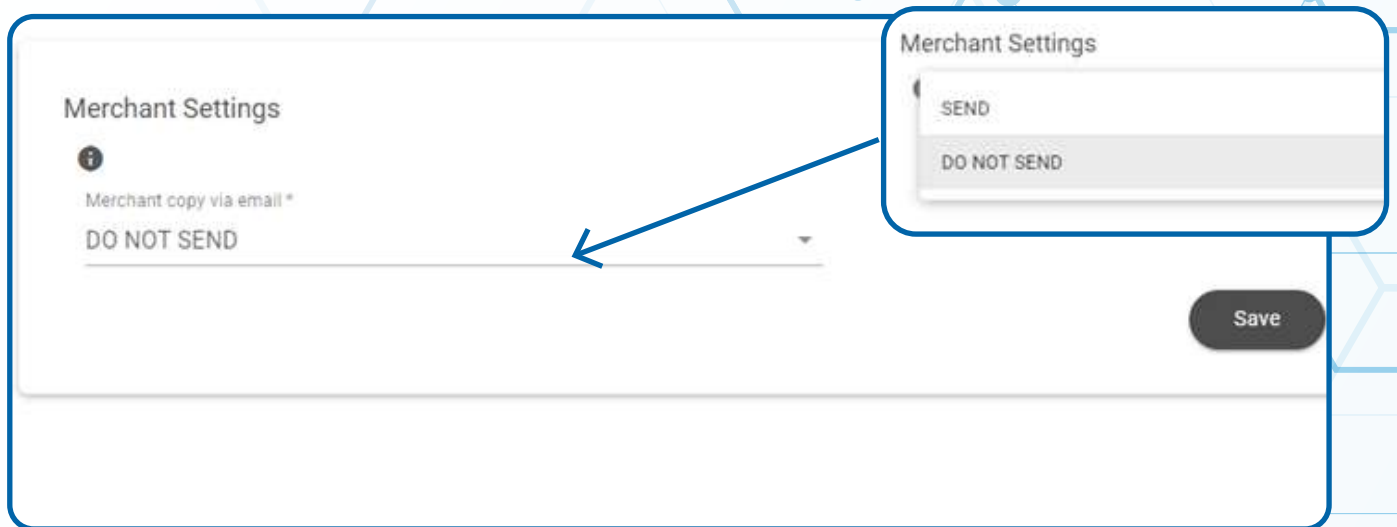
## Step 4

When the merchant card populates, select the **Vertical Ellipsis** on the top right of the merchant snapshot and select **Settings**.



## Step 5

Click the drop down list under **Merchant copy via email** and select the option relative to your merchant's request



Merchant Settings

Merchant copy via email \*

DO NOT SEND

Merchant Settings

SEND

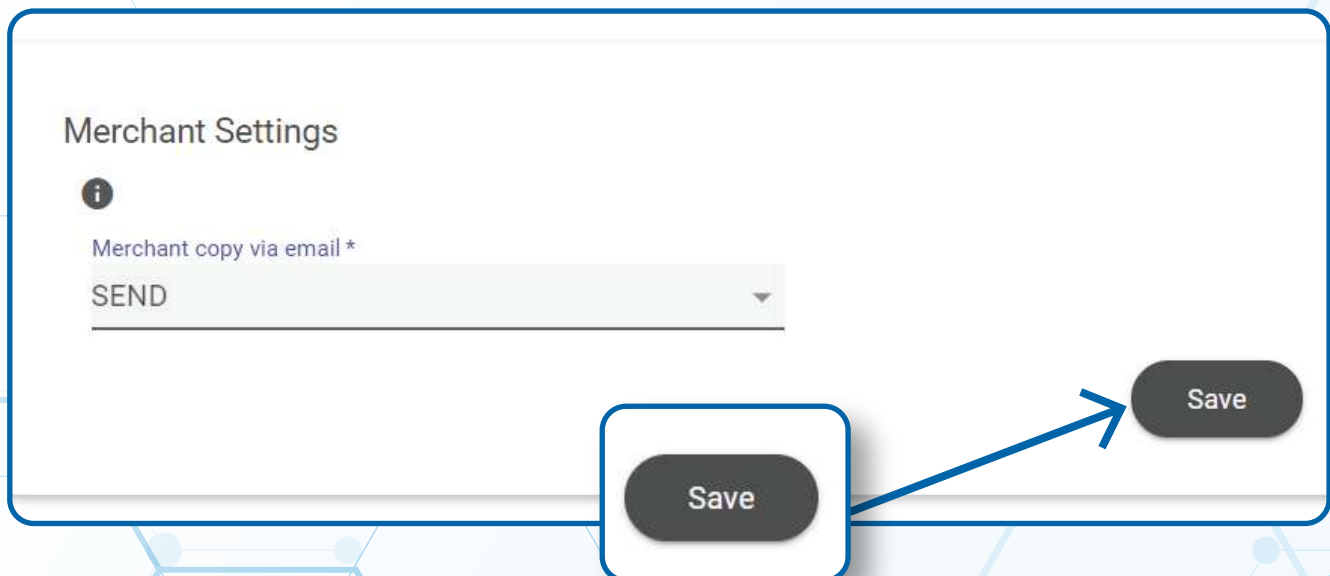
DO NOT SEND

Save

The screenshot shows the 'Merchant Settings' form. The 'Merchant copy via email' field is a dropdown menu currently displaying 'DO NOT SEND'. A blue arrow points from the dropdown menu to a callout box on the right. The callout box, titled 'Merchant Settings', shows the dropdown menu with 'SEND' and 'DO NOT SEND' options. A 'Save' button is visible at the bottom right of the form.

## Step 6

Once option is selected, scroll down and click **Save**.



Merchant Settings

Merchant copy via email \*

SEND

Save

Save

The screenshot shows the 'Merchant Settings' form. The 'Merchant copy via email' field is a dropdown menu now displaying 'SEND'. A blue arrow points from the 'Save' button at the bottom of the form to a callout box on the right. The callout box, titled 'Merchant Settings', shows the 'Save' button. A 'Save' button is also visible at the bottom right of the form.