

Enabling / Disabling Transaction Types & Sale Options



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

Transactions

Virtual Terminal

Device Management

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

Downloads

\$0 Last Month (Total Volume)

\$1.15 Current Month (Total Volume)

\$0 Current Day (Total Volume)

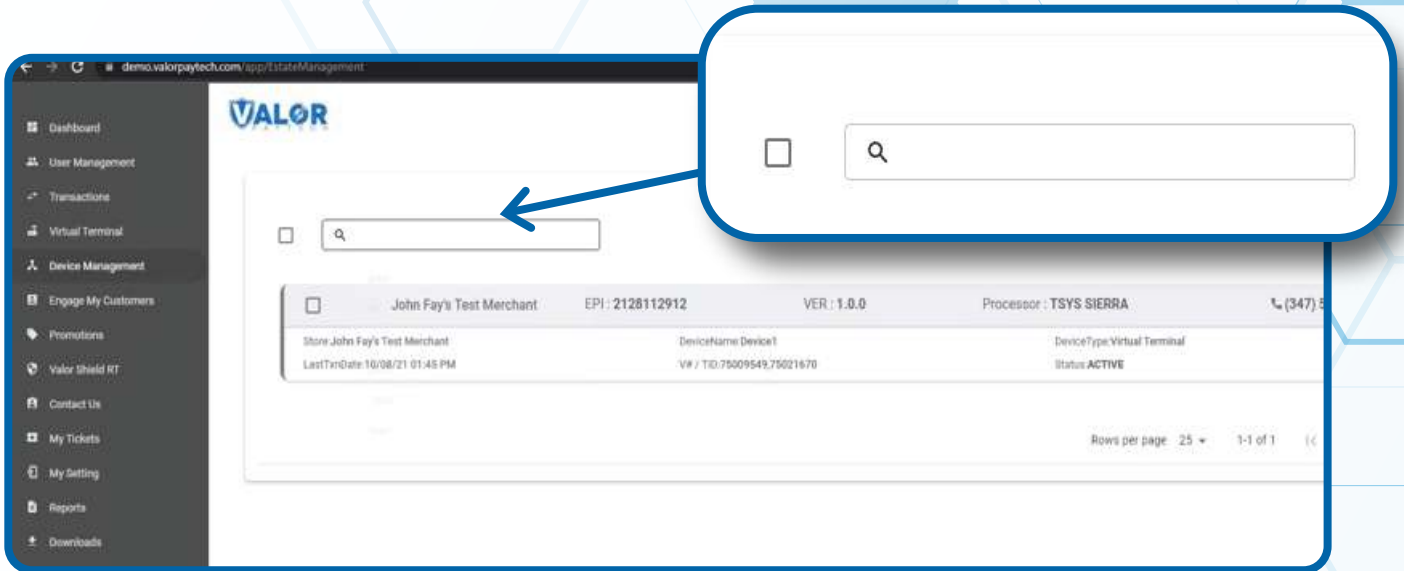
\$0.02 Average Volume per day (last 3 Months)

Current Month Transactions

Device Management

STEP 3

Enter in the EPI into the search bar.



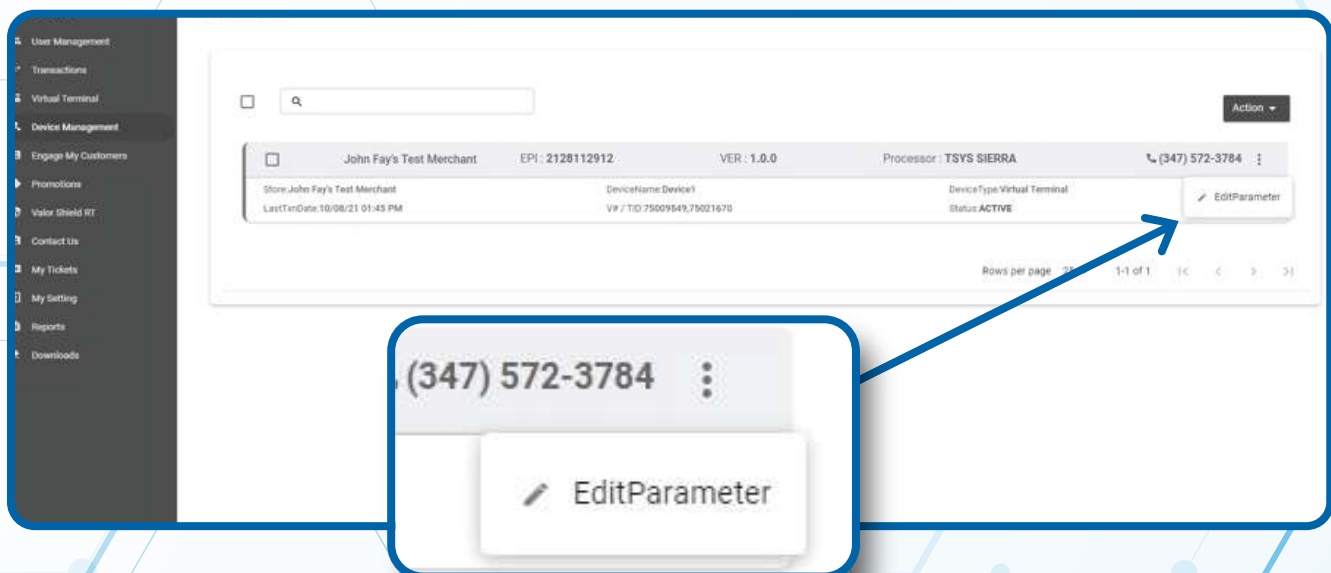
The screenshot shows the VALOR Merchant Portal interface. On the left is a dark sidebar with navigation items: Dashboard, User Management, Transactions, Virtual Terminal, Device Management, Engage My Customers, Promotions, Valor Shield RT, Contact Us, My Tickets, My Setting, Reports, and Downloads. The main content area features a search bar at the top with a magnifying glass icon. Below it is a table of device cards. The first card is highlighted and contains the following information:

| | | | | |
|---------------------------------|-----------------------------|------------------------------|-------------------------|----------------|
| John Fay's Test Merchant | EPI : 2128112912 | VER : 1.0.0 | Processor : TSYS SIERRA | (347) 572-3784 |
| Store: John Fay's Test Merchant | DeviceName: Device1 | DeviceType: Virtual Terminal | | |
| LastTxnDate: 10/08/21 01:45 PM | V# / TID: 75009549,75021670 | Status: ACTIVE | | |

At the bottom right of the table, there are controls for "Rows per page" (set to 25) and "1-1 of 1". A blue callout box highlights the search bar at the top, and a blue arrow points from it to the search bar on the table.

STEP 4

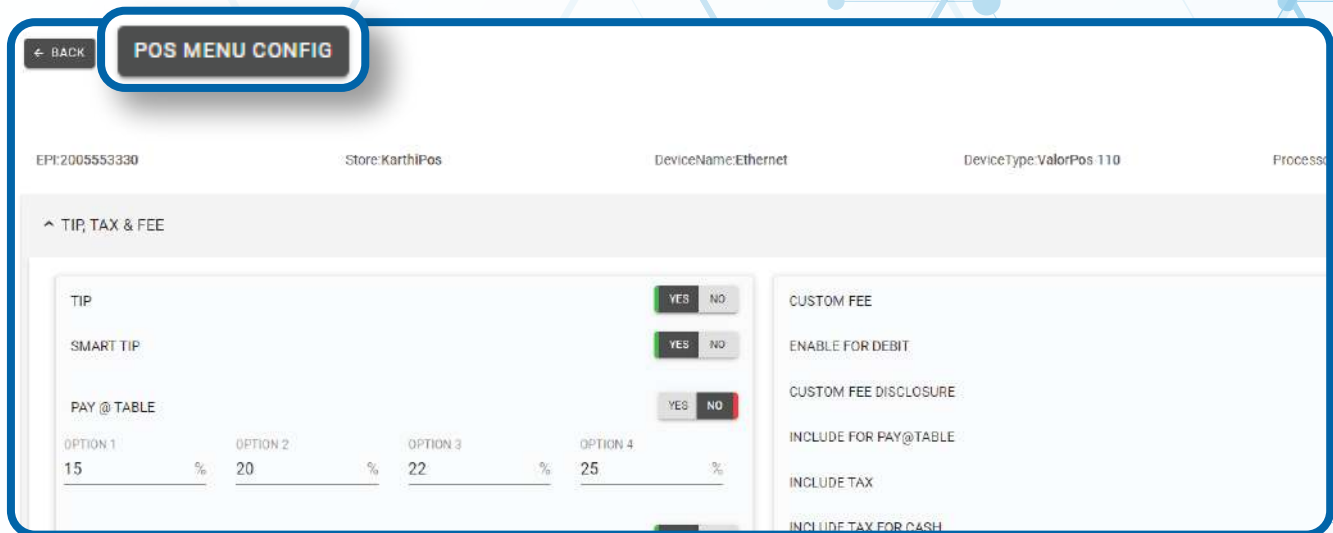
When the device card associated with your desired EPI populates, select the **vertical ellipsis** (⋮) on the top right of the snapshot and select **EditParameter**.



The screenshot shows the same VALOR Merchant Portal interface as in Step 3. The device card for "John Fay's Test Merchant" is selected. On the right side of the card, there is a vertical ellipsis menu (⋮) next to the phone number "(347) 572-3784". A blue callout box highlights this menu, and a blue arrow points from it to the "EditParameter" option in the dropdown menu.

STEP 5

Select **POS MENU CONFIG** on the top right of the screen

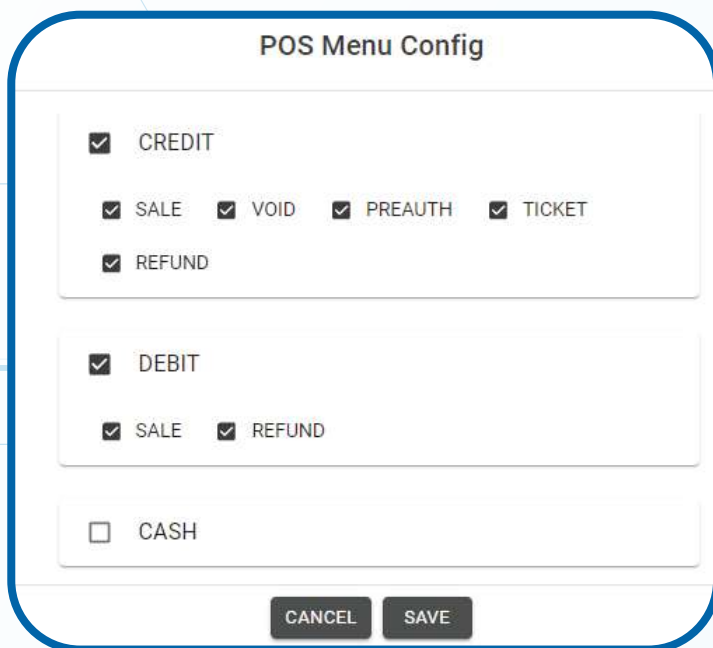


The screenshot shows the 'POS MENU CONFIG' interface. At the top, there is a 'BACK' button and the title 'POS MENU CONFIG'. Below this, system information is displayed: EPI: 2005553330, Store: KarthiPos, DeviceName: Ethernet, DeviceType: ValorPos 110, and Process. The main section is titled '^ TIP, TAX & FEE'. It contains several settings:

- TIP**: YES (selected), NO
- SMART TIP**: YES (selected), NO
- PAY @ TABLE**: YES (selected), NO
- OPTION 1**: 15 %
- OPTION 2**: 20 %
- OPTION 3**: 22 %
- OPTION 4**: 25 %
- CUSTOM FEE**: YES (selected), NO
- ENABLE FOR DEBIT**: YES (selected), NO
- CUSTOM FEE DISCLOSURE**: YES (selected), NO
- INCLUDE FOR PAY@TABLE**: YES (selected), NO
- INCLUDE TAX**: YES (selected), NO
- INCLUDE TAX FOR CASH**: YES (selected), NO

STEP 6

Select the **checkboxes** for the **Transaction Types** you want to enable on the terminal.

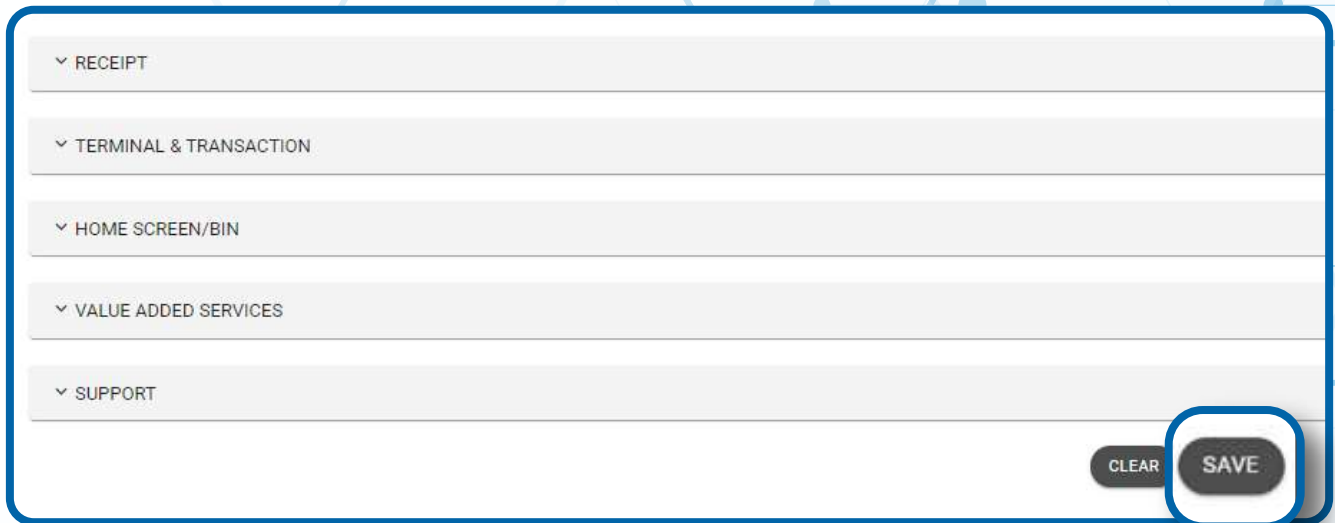


The screenshot shows the 'POS Menu Config' dialog box. It has a title bar 'POS Menu Config' and two buttons at the bottom: 'CANCEL' and 'SAVE'. The dialog is divided into three sections for transaction types:

- CREDIT**: CREDIT
- SALE**: SALE
- VOID**: VOID
- PREAUTH**: PREAUTH
- TICKET**: TICKET
- REFUND**: REFUND
- DEBIT**: DEBIT
- SALE**: SALE
- REFUND**: REFUND
- CASH**: CASH

STEP 7

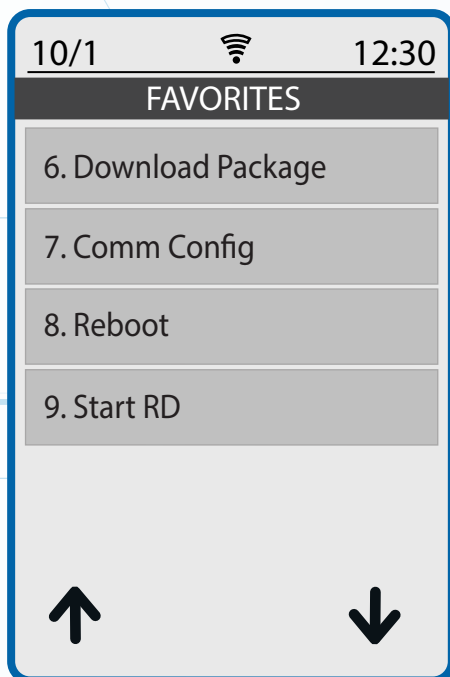
Scroll down and select **Save**.



A screenshot of a settings menu with a blue border. The menu items are: RECEIPT, TERMINAL & TRANSACTION, HOME SCREEN/BIN, VALUE ADDED SERVICES, and SUPPORT. At the bottom right, there are two buttons: 'CLEAR' and 'SAVE'. The 'SAVE' button is highlighted with a white border and a blue shadow.

STEP 8

After making parameter changes, you must perform a download on the device by pressing ★ > 6 > OK button.



A screenshot of a device menu. The status bar at the top shows '10/1', a Wi-Fi icon, and '12:30'. The menu title is 'FAVORITES'. The menu items are: 6. Download Package, 7. Comm Config, 8. Reboot, and 9. Start RD. At the bottom, there are two arrows: an upward arrow on the left and a downward arrow on the right.

STEP 9

Once the update is complete, tap on **Credit** to cycle through the transaction types enabled under the parameters.

