



Reassign an EPI

STEP 1

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

Form fields: Email, Password, Remember Me, Forgot Password, SIGN IN

STEP 2

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

Merchant Management

STEP 3

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

The screenshot displays a dashboard with five summary cards: Total Merchants (1), New Merchants (1, last 30 days), Active Merchants (100%, last 30 days), Last Month (Total Volume) (\$0), and Current Month (Total Volume) (\$85.1). Below these is a search bar with a magnifying glass icon and a 'Sort By' dropdown. A table lists merchant details for 'John Fay's Test Merchant', including contact information, store count, and device count. A blue arrow points from the search bar to the 'Sort By' dropdown. A separate callout box shows a search bar with a magnifying glass icon.

STEP 4

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

This screenshot shows the same merchant portal interface as Step 3. A blue callout box highlights the 'Edit' button (pencil icon) in the top right corner of the merchant snapshot. A blue arrow points from this callout to the vertical ellipsis menu on the right side of the merchant snapshot, which is open and shows the 'Edit' option selected.

STEP 5

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

1 Contact 2 Store 3 Device 4 Modules

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

Store* Rockers Bag EPI* 2102557904 Device* ValorPos 110

Device Type* Handheld POS Processor* TSYS SIERRA Label Name* Device1

Defult Store* default

CASH DISCOUNT/SURCHARGE		TRADITIONAL	GIFT CARD	
MG*	Vnumber*	Store no*	Term No*	
887000003191	88700000	5999	1515	
Bin Number*	Industry*	Agent Bank Number*	Chain*	
999991	Food/Restaurant	000000	111111	
Agent*	<input checked="" type="checkbox"/> EBT Cash FMS NO*	<input type="checkbox"/> Flat fee amount \$	Custom fee %*	

STEP 6

Proceed to click on device and click the drop down list under **Device Name** and select the device you would like to move. Copy the **EPI** that populates under **Device Name**.

1 Contact 2 Store 3 Device 4 Modules

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

Store* John Fay's Test Merchant EPI* 2128112912 Device* Virtual Terminal

Device Type* Soft Pos Processor* TSYS SIERRA Label Name* Device1

Defult Store* Test

CASH DISCOUNT/SURCHARGE		TRADITIONAL	GIFT
MG*	Vnumber*	Store no*	
886000000072	75009549	1076	
Bin Number*	Industry*	Agent Bank	
686868	Retail	000000	
Agent*	<input type="checkbox"/> EBT Cash	<input type="checkbox"/> Flat fee amount \$	<input type="checkbox"/> Custom fee %*

Device Name
Device1

EPI*
2128112912

Processor*
TSYS SIERRA

STEP 7

Click the drop down list under **Store** and select the store you would like to have the desired EPI moved to.

1 Contact 2 Store 3 Device 4 Modules

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

Device Name
Device1

EPI*
2128112912

Processor*
TSYS SIERRA

Device*
Virtual Terminal

Label Name*
Device1

Debit Share*
Test

CASH DISCOUNT/SURCHARGE TRADITIONAL GIFT CARD

MD*
886000000072

Valnumber*
75009549

Bin Number*
686868

Industry*
Retail

Store*
John Fay's Test Merchant#2

Device Type*
Soft Pos

STEP 8

Click on the **Device** icon on the top of the screen, then click on the dropdown list under **Device Name** and select **Move Device**.

1 Contact 2 Store 3 Device 4 Modules

ACTIVE IN-ACTIVE ?

Store*
John Fay's Test Merchant#2

Device Type*
Soft Pos

Debit Share*
Test

CASH DISCOUNT/SURCHARGE TRADITIONAL GIFT CARD

MD*
886000000072

Valnumber*
75009549

Bin Number*
686868

Industry*
Retail

Store no.*
1076

Term No.*
1076

Agent Bank Number*
000000

Chan*
000000

New Device
Move Device
Device1

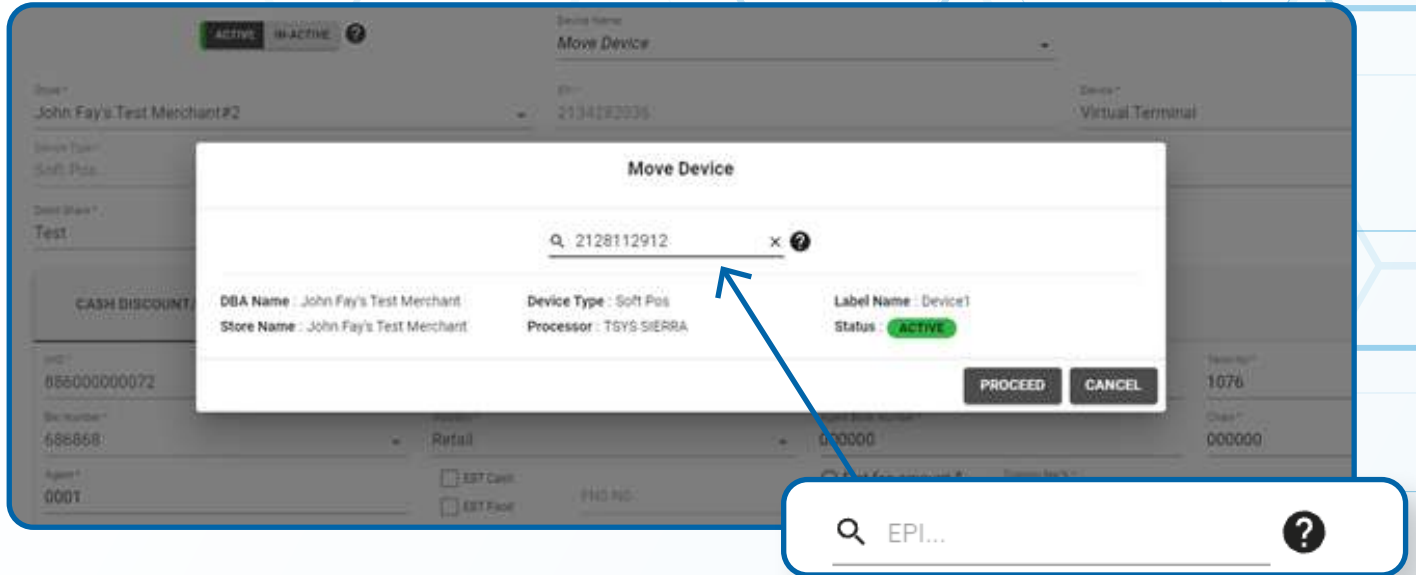
Device*
Virtual Terminal

Label Name*
Device1

Move Device

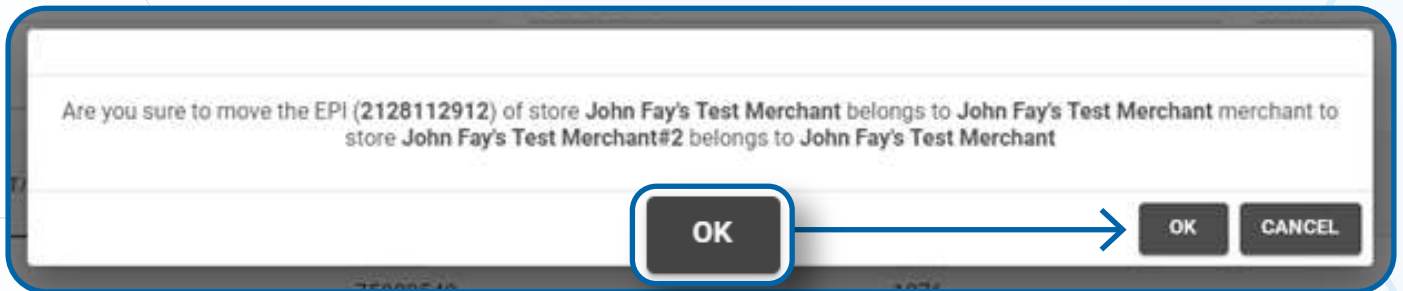
STEP 9

A pop up box should appear, in the search bar, paste in the **EPI** number you copied earlier and click **proceed**.



STEP 10

Click **OK** on the confirmation box



STEP 11

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

Store* John Fay's Test Merchant#2
Device Type* Soft Pos
Debit Share* Test

ESI* 2128112912
Processor* TSYS SIERRA

Device* Virtual Terminal
Label Name* Device1

CASH DISCOUNT/SURCHARGE	TRADITIONAL	GIFT CARD
MID* 8866000000072	V Number* 75009549	Store no* 1076
Bin Number* 686868	Industry* Retail	Agent Bank Number* 000000
Agent* 0001	<input type="checkbox"/> EBT Cash <input type="checkbox"/> EBT Food	Term No* 1076 Chain* 000000
	FNSI NO	<input type="radio"/> Flat fee amount \$ <input checked="" type="radio"/> Custom fee % 3.500

Prev Next **Next** + Update Device

STEP 12

Click **Update Merchant**

Contact Store Device Modules

Merchant Portal Access

Merchant Management	<input checked="" type="checkbox"/>	Transactions	<input checked="" type="checkbox"/>	Virtual Terminal
Device Management	<input checked="" type="checkbox"/>	Engage My Customers	<input checked="" type="checkbox"/>	Promotions
Shield RT	<input checked="" type="checkbox"/>	Contact Us	<input checked="" type="checkbox"/>	My Tickets

Prev Update Merchant **Update Merchant**