Reassign an EPI

STEP 1

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

Email		
Password		
Remember Me	Forgot Password	
SIGN	IN	

STEP 2

Select Merchant Management in the sidebar menu.



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

Total Merchants	New Merchants (last 30 days)	Active Merchants (last 30 days)	Last Month (Total Volume)	Current Month (Total Volume)
٩	Sort	sy +	Ŧ	Add 👻 Action 👻
John Fay's Test	Merchant	Ownedby:John Fay Sub	ISO	AGTIVE TSYS
ohn Fay 0/08/21 10:43 AM (EST) 50/Subiso : John Fay Test ISO /	jfuatmerchantg StoreCount 1 John Fay Sub ISO	evalorp tech.com	(347) 572-3784 DeviceCount <u>1</u>	\$1.15mm Last Txn Date: 10-08-2021
			Rows	per page 25 1-1 of 1 1 < <

STEP 4

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

1 Total Merchants	1 New Merchants (last 30 days)	100% Active Merchants (last 30 days)	Last Month (Total Volume)		585.1 Current Month (Total Volume)
7 0	Sor	By •		Add •	Action +
-					
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John Fay 10/08/21 10:43 AM (EST)	jfuatmerchar StoreCount:	nt@valorpaytech.com 1	(347) 572-3784 DeviceCount 1		Fedit
ISO/SubISO : John Fay Test IS	0 / John Fay Sub ISO			Last Ter	Date: 10
			Rc	owsperpage 25 👻 T-1 o	f 1 < Edit social media
				0.0 C - 70	© Settings



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

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Contact		Store			Device		Device	
ACTIVE IN-ACTIVE ? ListI Txn Dute: 11-16-2021		Device1			•			
ockers Bag		EPI* 2102557904				_{Derice} * ValorPos 110		
ellos Tipe* landheld POS		Processor* TSYS SIERRA			-	Latiel Name* Device1		
ebit Share " efault	*							
CASH DISCOUNT/SURCHARGE ☐∓	T	RADITIONAL		GIFT CARD				
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Bin Namber* 999991 +	maumy' Food/Restaura	ant	Ŧ	Agent Bank Number * 000000			Chain* 111111	
Againt*	ERT Cash	FNS NO /		○ Elat fee amount \$	Sustom Fee	5 ₂ +		

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**.

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Contact		New Device				Modules	
ACTIVE IN ACTIVE		Move Device					
Lant Ten Date: 11-16-2021		Device1					
		VL100			Denie *		
John Fay's Test Merchant	*	2128112912			Virtual Terminal		
inite Type * joht Pos		Poemeer* TSYS SIERRA		Γ.	Label Name* Device1		
voc Smer- fest							
CASH DISCOUNT/SURCHARGE	T	ADITIONAL	GIFT I	^{Device Name}			
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Bin fuender * 686868	Retail		 → 000000 	2128112912			
Adapt	CT DET Cash		O Elett				



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

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	Store	Device		Modules
D	ror Name evice1			
19 2	28112912		Device* Virtual Terminal	
Pit	omor* SYS SIERRA		Label Name * Device1	
TRADIT	IONAL	GIFT CARD		
75009549	Store *			
industry * Retail	John Fay's Te	st Merchant#2		
CT ERT Cash	Device Type *			
	De De 21 Per 75 TRADITI Vanunder * 75009549 Industry *	Store Device Name Device 1 EFV* 2128112912 Processor* TSYS SIERRA TRADITIONAL VENUMBE* 75009549 Endustry* John Fay's Te	Store Device Name Device 1 BFI * 2123112912 Procesor * TSYS SIERRA TRADITIONAL GIFT CARD VErwinter * 75009549 Eductry * John Fay's Test Merchant#2	Store Device Device 1 Price 2123112912 Pricess * TSYS SIERRA TRADITIONAL GIFT CARD Variantier * 75009549 Edustry * John Fay's Test Merchant#2

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**.

Contact		New Device Move Device			Move Device
ACTIVE IN ACTIVE		Device1			
lohn Fay's Test Merchant#2		2134282036		Price* Virtual Terminal	<u>}</u>
wartser Joft Pos		Pocesser * TSYS SIERRA		Label Name * Device1	
est					
CASH DISCOUNT/SURCHARGE 🔲 🛱	TR	ADITIONAL	GIFT CARD		
MC * 88600000072	Venumber * 75009549		Date etc." 1076	Term No.* 1076	
Bin Number * 686868	⊷ Retail	-	Agent Bank Number 1 000000	Chain.1	0
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A pop up box should appear, in the search bar, paste in the **EPI** number you copied earlier and click **proceed.**

1	Antipe mactive O		Move Device		•	
inne - John Fays Test Merchant#2			2134082036		Zerren - Virtual Terr	nanal :
non fan- oft Pole	-		Move Devic	ie -		
nt (Kan 1.) 863			Q 2128112912	ר		
CASH DISCOUNT,	DBA Name John Fay's Test M Store Name : John Fay's Test N	erchant Aerchant	Device Type : Soft Pos Processor : TSYS SIERRA	Label Name De Status Cactiv	vice1	
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86868		Retail		- 000000		000000
T00		Districted		Contraction of the second	and Constanting	
		TH WICE	-	🔍 Q EPI		•
ГЕР 10)					

Click **OK** on the confirmation box

	Are you sure to move the EPI (2128 store J	112912) of store John Fay's Tes ohn Fay's Test Merchant#2 belo	st Merchant belongs to John Fay's Te ongs to John Fay's Test Merchant	st Merchant merchant to
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		•		



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

	E. 1 E. C. 1 E. 1 E.		Virtual Termin	a1
	Processor* TSYS SIERRA	÷.	Linel have 1 Device1	
-				
TRA	DITIONAL	GIFT CARD		
V#number * 75009549		500m 00 ° 1076		Term No. * 1076
ndunty* Retail	*	Agent Back humber 1 000000		Chan * 000000
EBT Cash	FNS NO :	 ○ Flat fee amount \$ Custom her ⓐ Custom fee % 3.500 	\$*	
	<i>i</i>			+ Update Device
	Prev	Next		Next
	TRA Vitrumber* 75009549 Itelativ Retail EET Cash EET Food	TSYS SIERRA TRADITIONAL TRADITIONAL TRADITIONAL TRADITIONAL TRADITIONAL EBT Cash EBT Cash ENS NO TRIST	TSYS SIERRA TRADITIONAL GIFT CARD TRADITIONAL GIFT CARD Viturible* TS009549 D76 Aques Back Number* O00000 Flat fee amount \$ Outcom fee % Ou	TSYS SIERRA

STEP 12

Click Update Merchant

Contact		Store	Device	Modules
e Merchant Portal Access				
er Management	2	Transactions	•	Virtual Terminal
vice Management	8	Engage My Customers	•	Promotions
for Shield RT	5	Contact Us	•	My Tickets
		Prev Update Mer		Update Merchant
			-• /	

