Settlement Report Delivery Method

STEP 1

Go to **www.online.valorpaytech.com** and enter your login credentials.
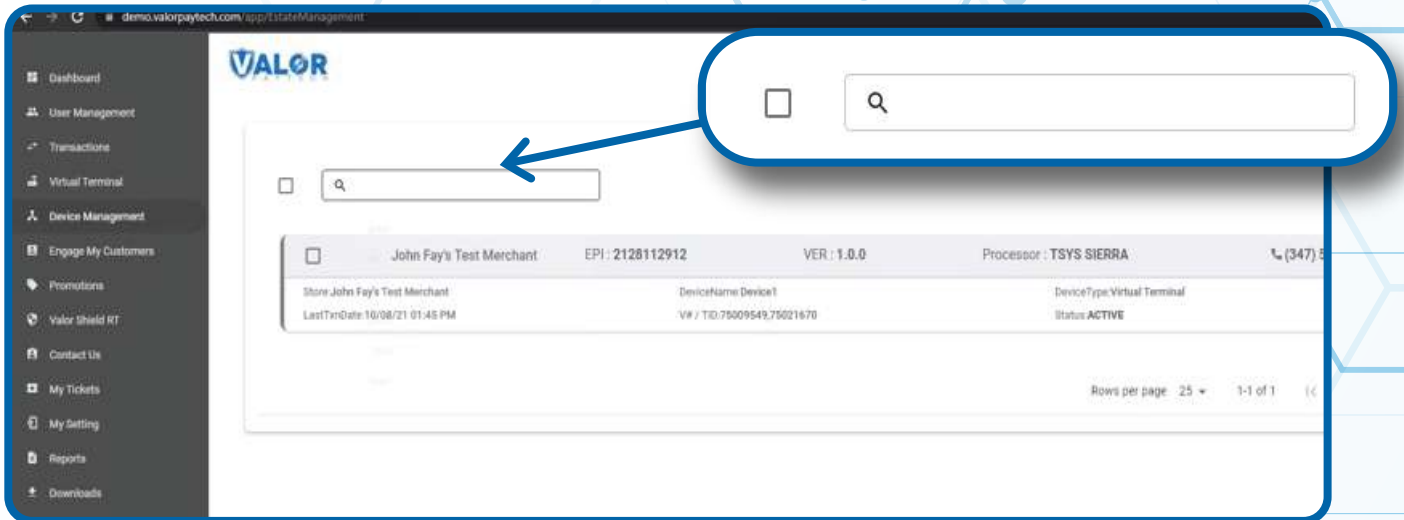
STEP 2

Select **Device Management** in the sidebar

STEP 3

Enter in the EPI into the search bar.

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.

STEP 5

Click on the Receipt tab on the page.
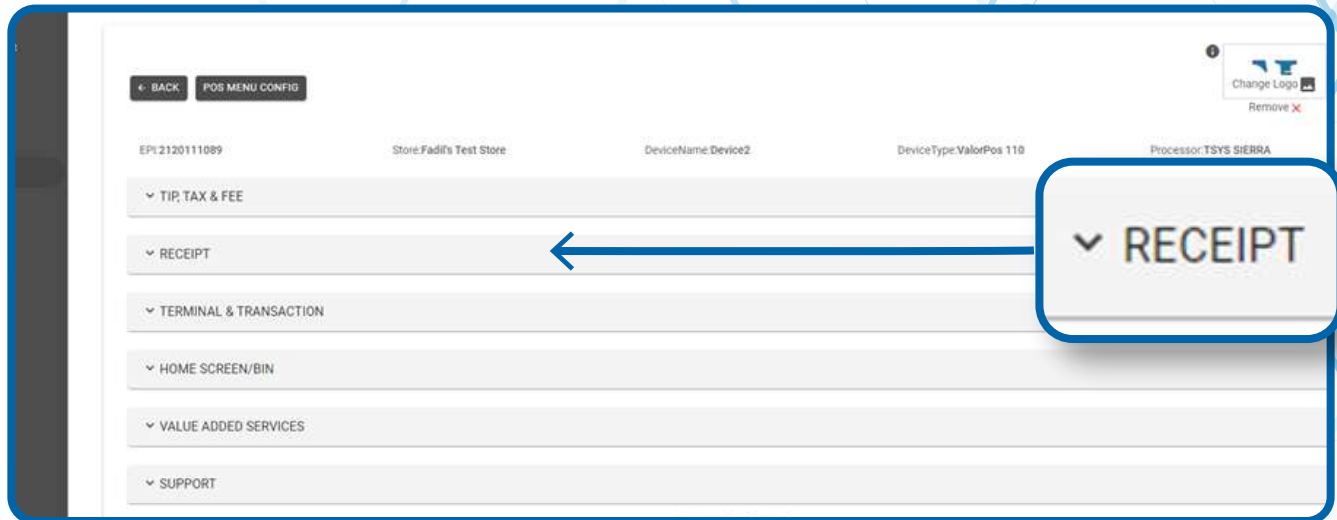
STEP 6

Within the **Receipt** section, there are toggles for both **Print Detailed Report** and **Send Email Report.** Enable the Send Email Report option if you would like the settlement report emailed to the merchant and enable 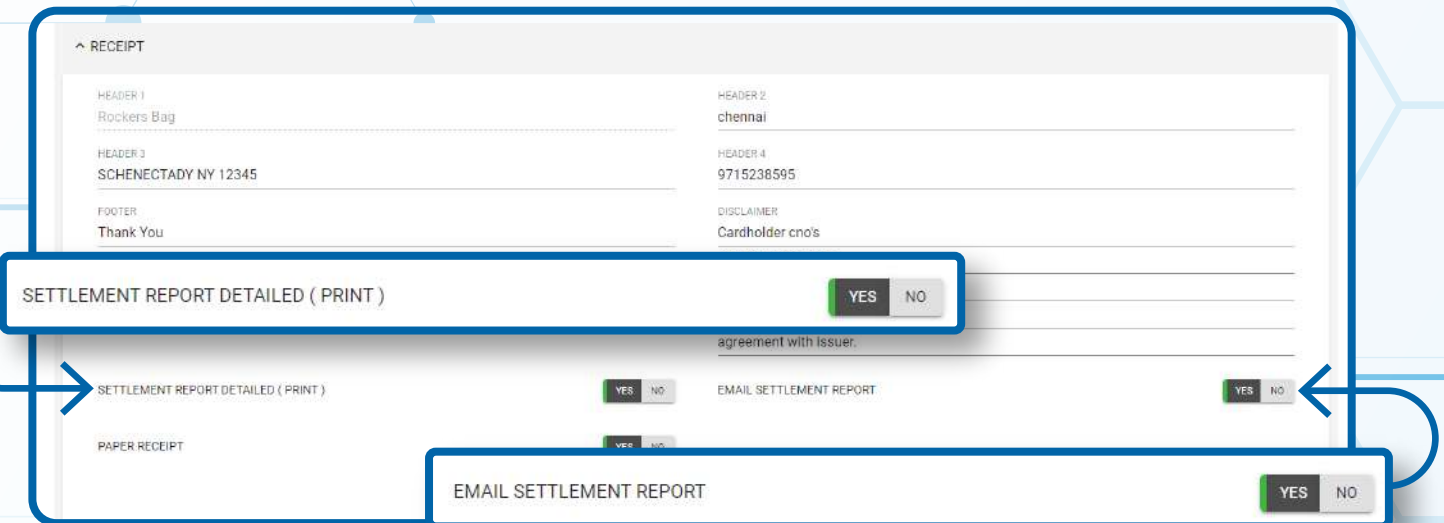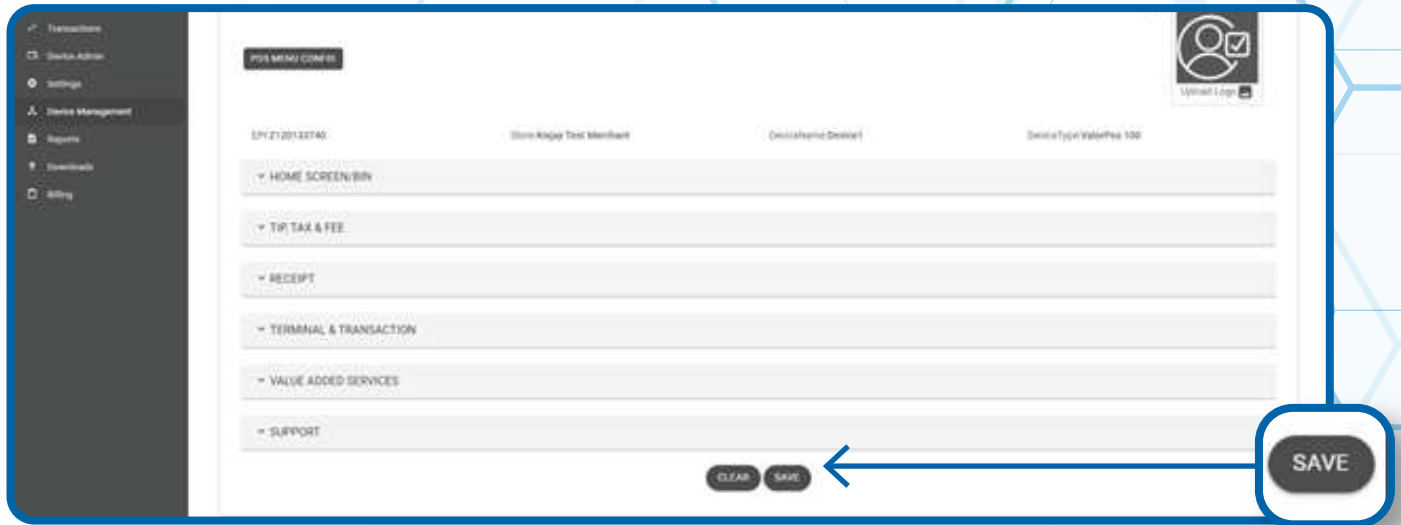the **Print Detailed Report** option if you would like to have the settlement report printed from the terminal at time of settlement. The merchant can have both enabled if needed.

STEP 7

Scroll down and select **Save.**

STEP 8

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