

# Settlement Report Delivery Method



## STEP 1

Go to [www.online.valorpaytech.com](http://www.online.valorpaytech.com) and enter your login credentials.

The login form features two input fields for 'Email' and 'Password'. Below the password field is a checkbox for 'Remember Me' and a link for 'Forgot Password'. A prominent 'SIGN IN' button is located at the bottom. To the right of the form is the VALOR PAYTECH logo.

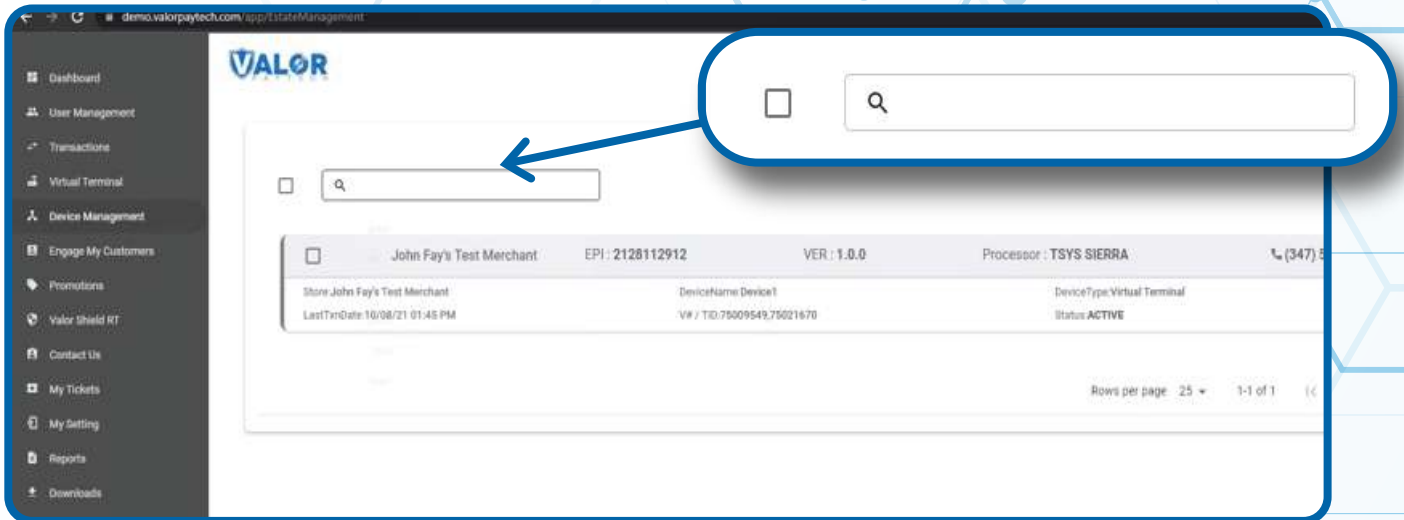
## STEP 2

Select **Device Management** in the sidebar

The dashboard screenshot shows a sidebar on the left with the following menu items: Transactions, Virtual Terminal, Device Management, Engage My Customers, Promotions, Valor Shield RT, Contact Us, My Tickets, My Setting, Reports, and Downloads. The 'Device Management' item is highlighted with a blue arrow. The main content area displays a summary of metrics: Last Month (Total Volume) at \$0, Current Month (Total Volume) at \$1.15, Current Day (Total Volume) at \$0, and Average Volume per day (last 3 Months) at \$0.02. Below these metrics is a line chart titled 'Current Month Transactions' showing a single peak on day 10. A callout box at the bottom highlights the 'Device Management' menu item.

## STEP 3

Enter in the EPI into the search bar.



The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar, a table displays device information for "John Fay's Test Merchant". The table has columns for Merchant Name, EPI, VER, Processor, and Phone Number. A device card is shown below the table with details for "Store John Fay's Test Merchant".

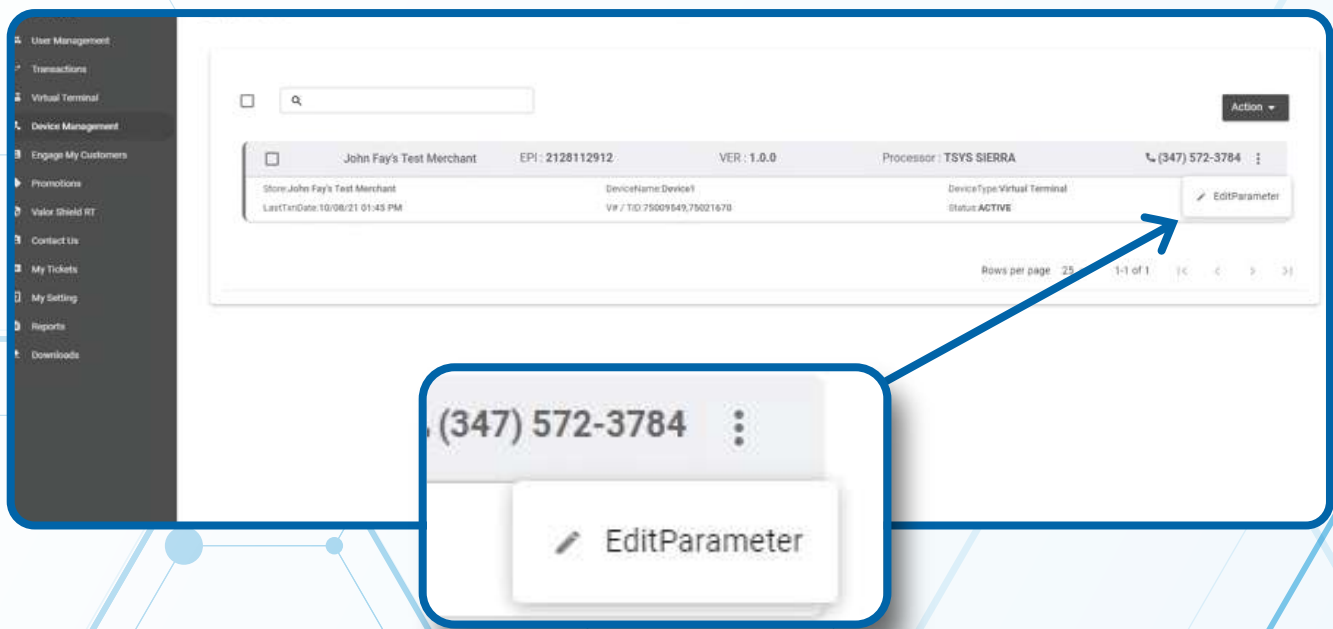
Merchant Name	EPI	VER	Processor	Phone Number
John Fay's Test Merchant	2128112912	1.0.0	TSYS SIERRA	(347) 572-3784

Store Name	Device Name	Device Type	Status
Store John Fay's Test Merchant	Device1	Virtual Terminal	ACTIVE

## 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 VALOR Merchant Portal interface. A device card is highlighted with a blue box and an arrow pointing to it. The device card displays details for "Store John Fay's Test Merchant". A vertical ellipsis (three dots) is visible on the top right of the device card, and a blue box highlights it. Below the device card, a button labeled "EditParameter" is highlighted with a blue box and an arrow pointing to it.

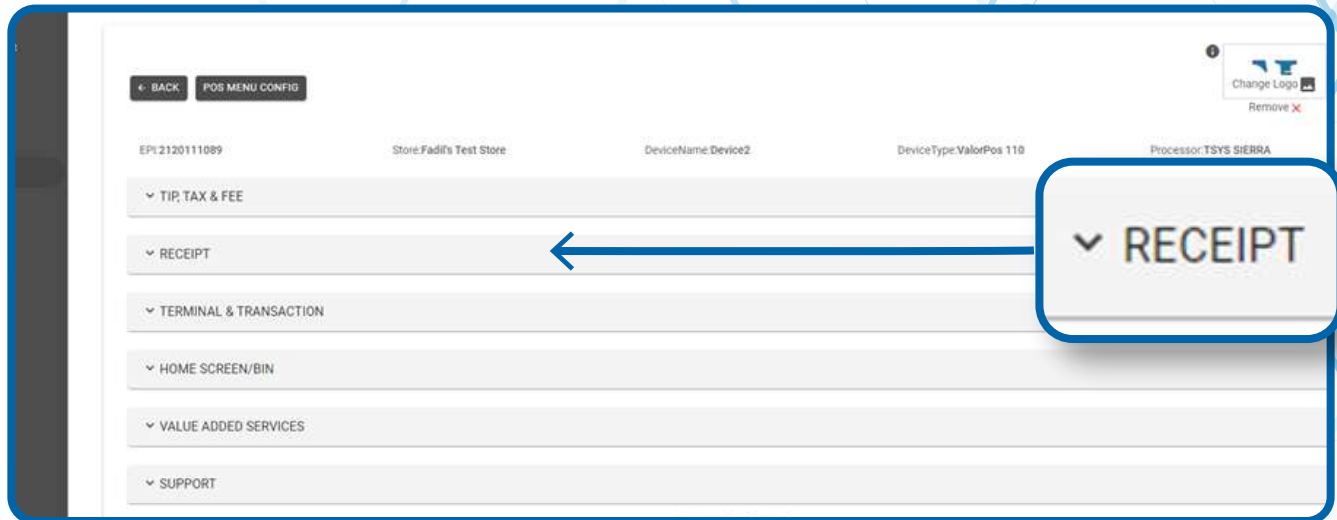
Merchant Name	EPI	VER	Processor	Phone Number	Action
John Fay's Test Merchant	2128112912	1.0.0	TSYS SIERRA	(347) 572-3784	⋮

Store Name	Device Name	Device Type	Status
Store John Fay's Test Merchant	Device1	Virtual Terminal	ACTIVE

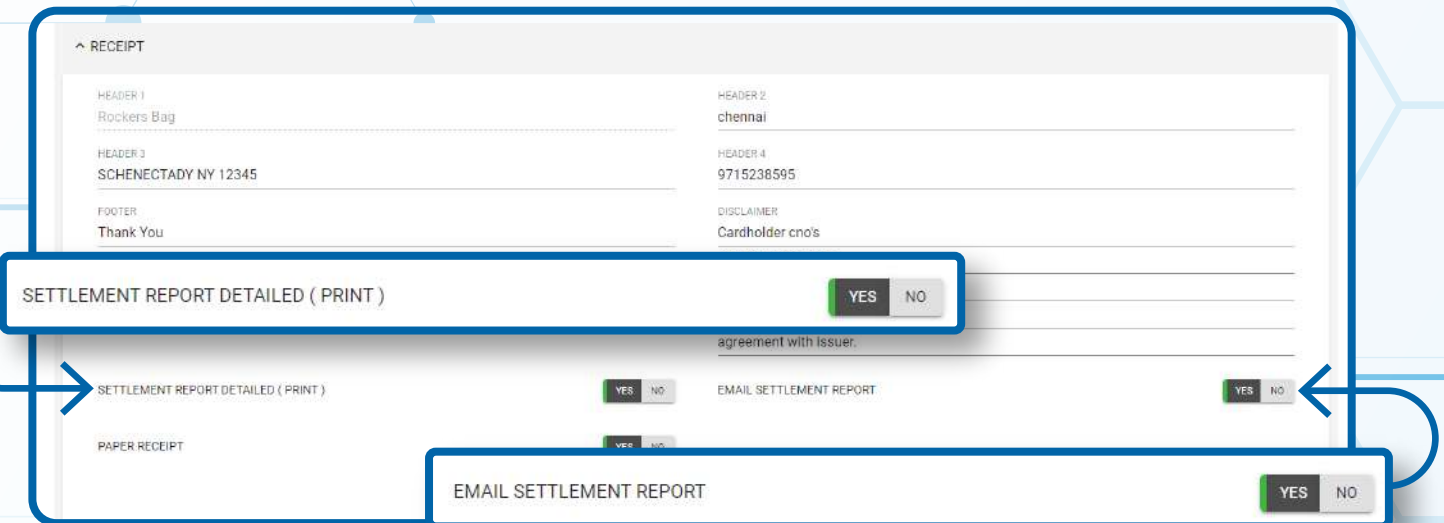
## STEP 5

Click on the Receipt tab on the page.



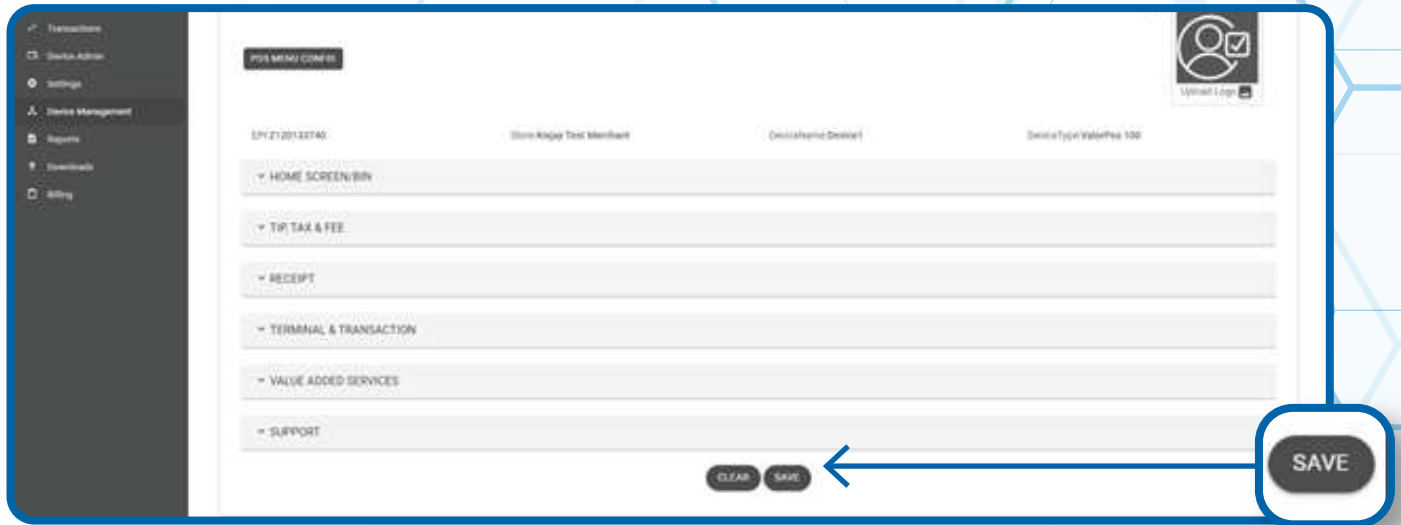
## STEP 6

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.

