Batch Settlement via Online Portal

Step 1

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

Email Password		
Remember Me	Forgot Password	
SIGN IN		

Step 2

Navigate to Transactions tab.

		—			
	Dashboard	SOFTWARE FOUNDATION			
**	User Management	(((
₽	Transactions	\$0	\$0	\$0	\$3
	Virtual Termir al	Last Month	Current Month	Current Day	Average \
×	Device Management	(Total Volume)	(Total Volume)	(Total Volume)	(last
8	Engage My Customers			Current Mo	nth Transpotions
۲	Promotions			current mo	III Haisactions
۲	Valor Shield RT	\$128.3K			
ė	Contact Us	\$105.3K			
×	My Tickets	5. 4 .2K			
Ð	My Setting	\$63.2K			
	Reports	\$42.1K			
•	Doumloado	+ [→] Transact	tions		

Step 3

Navigate to a Transaction within the **Current Batch**, select the **Vertical Ellipses** followed by **Open Batch**.

	Devices Aprv. Txt	1000011:10089(01-30-2023)	volume(roday)	
٩	0		Show only Approved tx 📃	Action +
	Store:Lauren's Salon	Device:Device2 EPI:21	27224027	🙎 💴 Tsys 🔅
XXXX 6909	☑ 01-30-2023 05:32 AM ≛ Laurens Inc	Amount: \$25.00	Non Cash charge:\$0.58	View Receipt Open Batch
	Store:Lauren's Salon	Device:Device2 EPI:21	127224027	Void Transaction Send Promotion
XXXX 6909 MICHAEL SUMAGUE	⊠ 01-30-2023 04:24 AM ≛ Laurens Inc	Amount: \$10.00 VT-Invoice:12345	تر (123) 456-7890	Send Campaign Promotion Open Ticket
	Store:Lauren's Salon	Device:Device2 EPI:21	27224027	Convert to recurring payment
XXXX 1111	⊠ 01-30-2023 04:20 AM	Amount: \$10.00	Open Batch	Transaction Log

Step 4

Select **Action**, followed by **Batch Out**. On the final prompt, select **YES**.





MERCHANT | PORTAL