

# Change Merchant From Cash Discount to Flat Fee



## Step 1

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

Email

Password

Remember Me [Forgot Password](#)

**SIGN IN**

**VALOR**  
PAYTECH

## Step 2

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

Dashboard

User Management

**Merchant Management**

Transactions

Remote Diagnostics

Device Management

Valor Shield RT

Contact Us

Support

My Setting

Reports

**Merchant Management**

**KSI** **MARS PAYMENTS**

399 Total Merchants

6 New Merchants (last 30 days)

8% Active Merchants (last 30 days)

**Sort By** ▾

<input type="checkbox"/>	Sellathurai	Ownedby:MARS PAYMENTS
	Sellathurai K	sellathurai@valorpaytech.com (850) StoreCount: 1 Dev

## Step 3

Navigate to the 3rd Section titled **Device**.

1 Contact 2 Store 3 Device 4 Modules

Device Name  
New Device

Store\*  
Tasty food

EPI\*  
2224240246

Device Type\*

Processor\*

DP Fiscal Token

DP Fiscal

Label Name\*  
Device1

Serial No

Tag 1

Tag 2

Tag 3

Tag 4

Tag 5

Prev Next

## Step 4

Select the **Device Name** you would like to modify. You will have to modify each device individually that is assigned to your Store.

1 Contact 2 Store 3 Device 4 Modules

ACTIVE IN-ACTIVE ?  
Last Txn Date: 08-24-2022

Store\*  
SellathuraiK

EPI\*  
2027542485

Device Type\*  
Handheld POS

Processor\*  
EPX

Label Name\*  
Tsys new

Device Name  
Tsys new ( 2027542485 )

Device\*  
ValorPos 110

Tag 1  
92616666666666666666

Tag 4  
Low RISK

CASH DISCOUNT/SURCHARGE TRADITIONAL GIFT CARD

MID\* 66666666666666666666 TID\* 44444444 Customer ID\* 44444444 DBA No\* 2

## Step 5

You will now be able to select whether you would like your Customer to have a **Flat Fee Amount \$** or a **Custom Fee %**. After selecting, click **+Update Device** in the bottom right corner.

Store\*  
nivetha

EPI\*  
2224221311

Device\*  
VP500

Device Type\*  
Smart POS

Processor\*  
FDR OMAHA(F/B)

Label Name\*  
POS500

Serial No

Tag 1

Tag 2

Tag 3

Tag 4

Tag 5

CASH DISCOUNT/SURCHARGE  TRADITIONAL GIFT CARD

MID\*  
RCTST0000050635

Group ID\*  
40001

TID\*  
00000001

Domain Name  
abc.com

EBT Cash  
 EBT Food

FNS NO

Flat fee amount \$  
 Custom fee %

Custom fee %\*  
2.000

Surcharge  
 Cash Discount

Flat fee amount \$  
 Custom fee %

Custom fee %\*  
2.000

Prev Next

+ Update Device

## Step 6

You will now be presented with the option to add more devices, please select what applies for your situation. If you would like to apply this to more than one Device, please repeat steps for all devices that apply. When Completed, Select **No**.

Processor\*

Do you want to add more devices?

NO YES

Tag 5

# Step 7

You will be brought to the 4th Section, **Modules**. If finished, select **Update Merchant**.

1 Contact      2 Store      3 Device      4 Modules

Enable Merchant Portal Access

U User Management <input checked="" type="checkbox"/>	T Transactions <input checked="" type="checkbox"/>	V Virtual Terminal <input checked="" type="checkbox"/>
D Device Management <input checked="" type="checkbox"/>	E Engage My Customers <input checked="" type="checkbox"/>	P Promotions <input checked="" type="checkbox"/>
V Valor Shield RT <input checked="" type="checkbox"/>	C Contact Us <input checked="" type="checkbox"/>	M My Tickets <input checked="" type="checkbox"/>

Prev    Update Merchant

**Update Merchant**