Change Merchant From Cash Discount to Flat Fee

Step 1

Go to **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.

KS| MARS PAYMENTS

- Dashboard
- User Management
- Merchant Management
- Transactions
- Remote Diagnostics
- Device Management
- Valor Shield RT
- Contact Us
- Support
- My Setting
- Reports

| 399 Total Merchants | 6 New Merchants (last 30 days) | 8% Active Merchants (last 30 days) |

🔍   Sort By ▾

☐   Sellathurai   Ownedby:MARS PAYMENTS

Sellathurai K   sellathurai@valorpaytech.com   (850
                                       StoreCount: 1   Dev

🛒 Merchant Management

Step 3

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

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.

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.

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**.

Step 7

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