



Enable Server/Clerk Setup

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

Navigate to **Device Management**.

Transactions

Virtual Terminal

Device Management

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

Downloads

\$0
Last Month
(Total Volume)

\$1.15
Current Month
(Total Volume)

\$0
Current Day
(Total Volume)

\$0.02
Average Volume per day
(last 3 Months)

Current Month Transactions

\$1.1

\$1

\$0.8

\$0.6

\$0.4

\$0.2

\$0

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Device Management

Step 3

Select the **Vertical Ellipsis** on the device associated with the **Merchant** you would like to edit. Select **Edit Parameters**.

The screenshot shows a list of devices for the merchant 'Lauren's Salon'. The first device has EPI: 2123000743, VER: 1.0.8, and Processor: FDR OMAHA. The second device has EPI: 2127942667, VER: N/A, and Processor: TSYS SIERRA. The third device has EPI: 2229930789. A vertical ellipsis menu is open for the first device, showing options: Edit Parameters, View HeartBeat, View Pinpad Log, View audit log, and Mark as Favorite. A callout box highlights the 'Edit Parameters' button on the bottom row of the list.

Step 4

Navigate to **Tip, Tax & Fee** section. Select Toggle **Server/Clerk Setup** to **YES**. Scroll down and select **Save**.

The screenshot shows the 'TIP, TAX & FEE' section. The 'SERVER/CLERK SETUP' toggle is highlighted with a callout box and set to 'YES'. Below it, there are radio buttons for 'PERCENTAGE(%)', 'DOLLAR(\$)', and 'VARIABLE'. Under 'PERCENTAGE(%)', there are four options: OPTION 1 (7%), OPTION 2 (8%), OPTION 3 (9%), and OPTION 4 (10%). There are also 'CUSTOM FEE' and 'CLERK MANDATE' sections.

Step 5

Please perform a **Package Download** on Terminal to add Server/Clerk functionality by selecting the ★ button, then **6. Download Package** followed by **OK**.

