# Enable Server/Clerk Setup
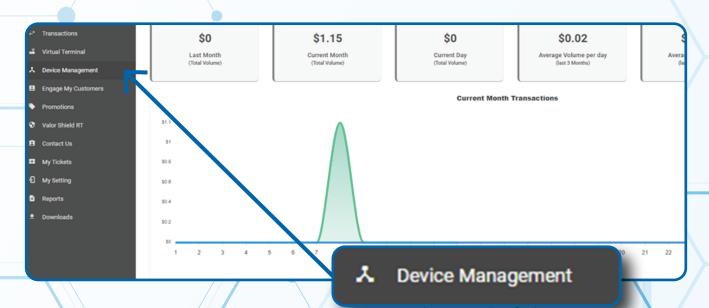
## Step 1

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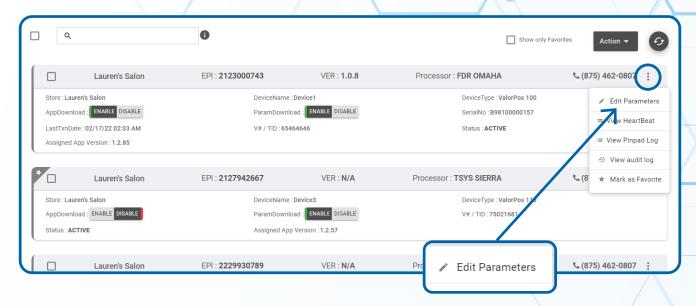


## Step 2
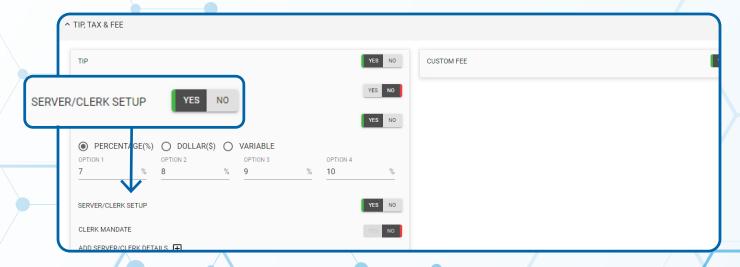
Navigate to **Device Management.**

# Step 3

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



# Step 4

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

## 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.**

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6. Download Package

7. Comm Config

8. Reboot

9. Start RD

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