How to Settle Pre-Auth via Portal

Step 1

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

Email			2
Remember Me	Forgot Password	VPATIEC	П

Step 2

Navigate to Transactions tab.

	Dashboard	SOFTWARE FOUNDATION			
**	User Management	(((
₹	Transactions	\$0	\$0	\$0	\$3
.	Virtual Termir I	Last Month	Current Month	Current Day	Average \
*	Device Management	(Total Volume)	(Total Volume)	(Iotal Volume)	(last
8	Engage My Customers			Current Mo	onth Transactions
۲	Promotions				
•	Valor Shield RT	\$128.3K			
ė	Contact Us	\$105.3K			
×	My Tickets	3. 4.2K			
Ð	My Setting	\$63.2K			
Ē	Reports	\$42.1K			
	Printede	← Transact	tions		

Step 3

Locate the Pre-Auth transaction, select Vertical Ellipses, followed by Capture Transaction.

	0		Show only Approved tx		Action -	
	Store:Lauren's Salon	Device:Device2	EPI:2127	224027	2	TSYS :
6909	🖾 01-30-2023 04:24 AM		Amount: \$10.00	% (123) 456-7890		View Receipt
AEL SUMAGUE	Laurens Inc		VT-Invoice:12345			⊗ Void Transaction
	Storoil aurop'a Calan	Device: Device?	EDI-2127	224027	57	Capture Transaction
	Store.Laurens Salon	Device.Devicez	EFI.ZIZ/	224027		 Send Promotion
1111	🖾 01-30-2023 04:20 AM		Amount: \$10.00	% (123) 456-7890		 Send Campaign Promotion
s Inc	VT-Invoice:12345					Open Ticket
	Store:Lauren's Salon	Device:Device2	EPI:2127	7201027	2	 Transaction Log
1111	🖾 01-30-2023 04:19 AM		Amount: \$10.00	 Capture Transaction 		 Add to Vault

Step 4

Verify the **Amount**, as well as the Customer's **Email**, and Customer's **Phone Number**. Select **Proceed** to complete the transaction.

Recent - Q	Do you want to capture this Authorization?	
CREDIT AUTH	Amount \$10.00 6-7890	
CREDIT AUTH	CARD NUMBER : XXXX 6909 RRN :	
E XXXX 1111 ± Laurens inc	EMAIL: PHONE:	
CREDIT AUTH		



MERCHANT | PORTAL