



How to Settle Pre-Auth via Portal

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 **Transactions** tab.

Dashboard

User 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)

\$0
Current Month
(Total Volume)

\$0
Current Day
(Total Volume)

\$3
Average Volume
(Last 30 Days)

Current Month Transactions

\$128.3K

\$105.3K

\$82.2K

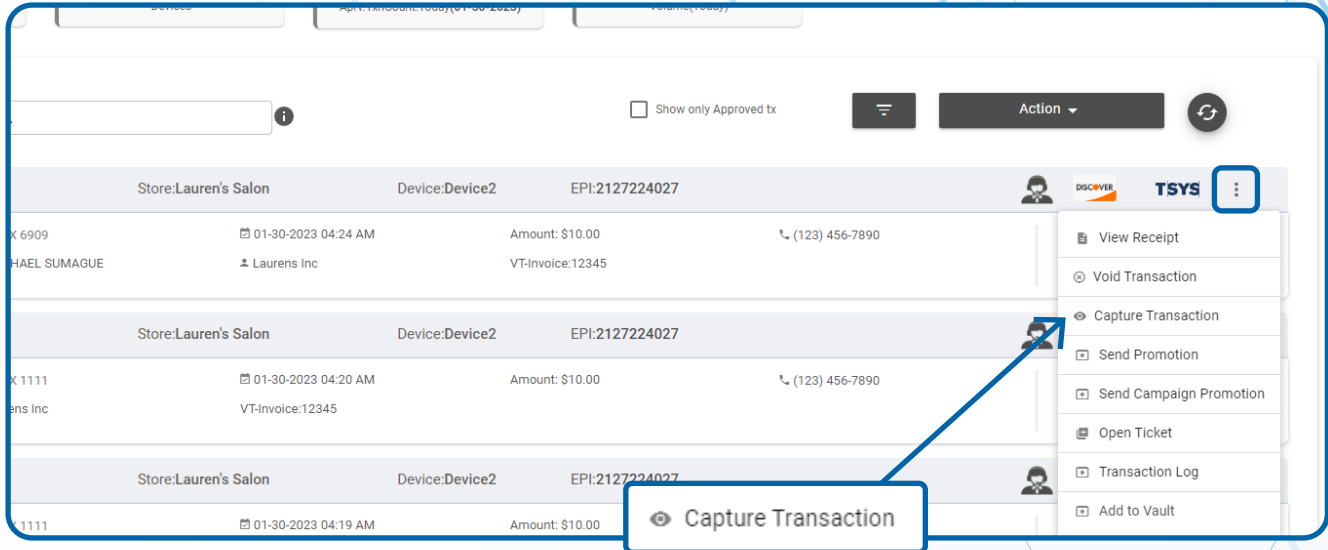
\$63.2K

\$42.1K

Transactions

Step 3

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



Step 4

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

