Recurring Billing

Step 1

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

Step 2

Navigate to **Virtual Terminal.**

Step 3

Process your Transaction, Check **Recurring Billing.**

○ Sale ○ Authorization ○ Refund ○ E-Invoice ○ Cash   ☐ Generate QR   ☐ Valor Connect   2127224027(Device2) ▼   ⚙ MANAGE

Amount *
$ 10.00

PhoneNo

Email

descriptor
The Plantronix Descrip[tor   ❓

There will be a surcharge on credit cards that is not greater than our cost of acceptance. This surcharge rate is 2.322 %. This surcharge is not applied on debit card or ACH transactions.

Description

☑ **Recurring billing**

☐ Line Items

☑ Recurring billing
◉ Subscription ○ Installment
Recurring billing starts from
○ Weekly ○ Bi-Weekly ◉ Monthly   ◉ Expire after __6__ months

Step 4

Fill in all necessary fields, Select **Validate & Save.**

☑ Recurring billing
◉ Subscription ○ Installment
Recurring billing starts from
01/23/2023 📅
○ Weekly ○ Bi-Weekly ◉ Monthly   ◉ Expire after __6__ months
Charge on 23rd ▼ day of every month   ○ Never expires

Customer's Details

☑ Set shipping address as billing address

Billing Address
Customer Name *
Street No# *
Street Name *

Shipping Address
Customer Name *
Street No# *
Street Name *
Unit
ZipCode *
City

VALIDATE & SAVE

State

State

ℹ VALIDATE & SAVE   ℹ PROCESS $0.00   ❓

Step 5

Upon selecting **Validate & Save** you will be prompted with a Subscription Confirmation pop-up. Select **OK** to dismiss the message.

Your Subscription for Your Subscription for 10.20 has been successfully Added.

Next payment date will be 2/23/2023.

OK