



# Remove Fee on VT Transaction

## Step 1

Go to [www.online.valorpaytech.com](http://www.online.valorpaytech.com) and enter your login credentials.

Email

Password

Remember Me [Forgot Password](#)

**SIGN IN**

**VALOR**  
PAYTECH

## Step 2

Navigate to **Virtual Terminal**.

Dashboard

User Management

Transactions

**Virtual Terminal**

Device Management

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

**ATACHE**  
SOFTWARE FOUNDATION

LAUREN O'NEILL

**\$0**  
Last Month  
(Total Volume)

**\$0**  
Current Month  
(Total Volume)

**\$0**  
Current Day  
(Total Volume)

**\$300K**  
Average Volume  
(Last 30 Days)

**Current Month Transactions**

\$126.3K

\$105.3K

\$84.2K

\$63.2K

\$42.1K

**Virtual Terminal**

## Step 3

Process your Transaction, Select **Process**.

The screenshot shows a payment processing form with the following fields and elements:

- Amount \* : \$ 10.00
- Food Amount \* : \$ 0.00
- PhoneNo
- Email
- descriptor : The Plantronix Descripto
- Invoice Number
- Description
- Line Items (checkbox)
- Recurring billing (checkbox)
- Customer's Details (dropdown)
- PROCESS \$10.00 button (highlighted with a blue arrow)
- PROCESS \$10.00 button (at the bottom)

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.

## Step 4

Select the **X** inside the **Circle** when hovered over displays **“Remove Non-Cash charge”**

The screenshot shows a 'Summary Details' form with the following fields and elements:

- Actual Amount: \$10.00
- State Tax : \$ \_\_\_\_\_
- Non-Cash Charge(2.322%) : \$0.23 (highlighted with a blue circle and an X)
- Net-Amount: \$NaN
- Remove Non-Cash charge button (highlighted with a blue circle)
- PhoneNo
- Email
- CANCEL button
- PROCESS button

## Step 5

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**Non-Cash Charge** is now removed. Select **Process** to complete your transaction.

### Summary Details

Actual Amount: \$10.00

**Net-Amount:** \$10.00

Invoice Number : 12345

Description : General

PhoneNo

Email

CANCEL

PROCESS