

Viewing Changes to Merchant Profile (View Audit Logs)



Step 1

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

The screenshot shows a login interface with the following elements:

- Email input field
- Password input field
- Remember Me
- Forgot Password link
- SIGN IN button
- VALOR PAYTECH logo

Step 2

Select **Merchant Management** in the Sidebar menu.

The screenshot shows the dashboard interface with the following elements:

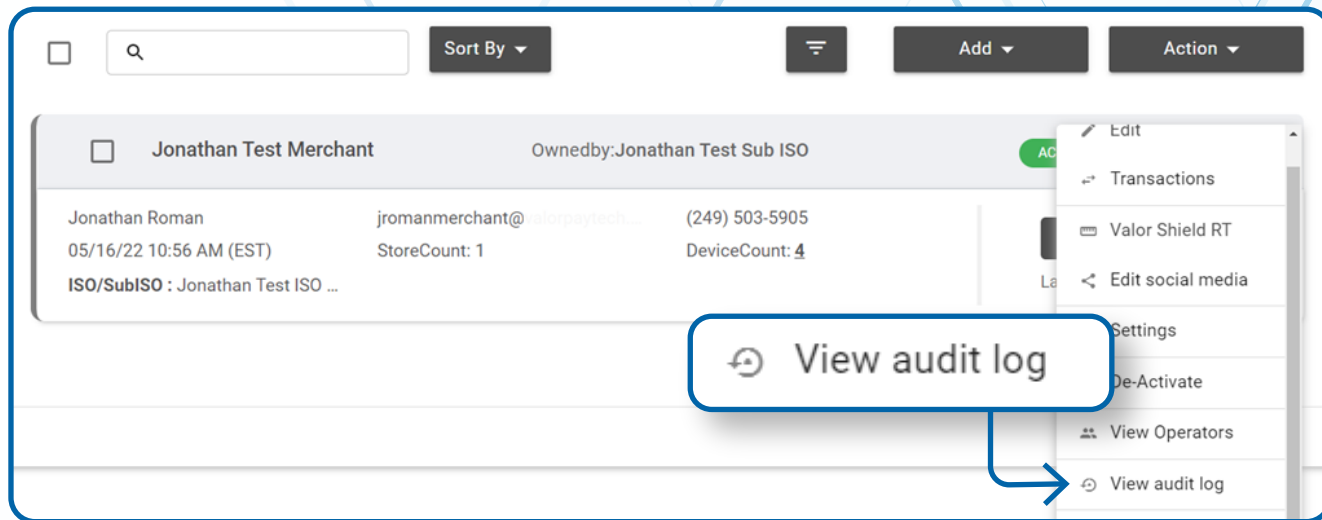
- Sidebar menu with items: Dashboard, User Management, Merchant Management (highlighted with a blue arrow), Transactions, Remote Diagnostics, Device Management, Valor Shield RT, Contact Us, Support, My Setting, Reports, Downloads.
- Dashboard header: VALOR PAYTECH, JONATHAN TEST ISO, US flag.
- Summary cards: Total Merchants (1), New Merchants (last 30 days) (1), Active Merchants (last 30 days) (100%), Last Month (Total Volume) (\$0), Current Month (Total Volume) (\$1.55K).
- Merchant list table:

Merchant Name	Owned by	Status	TSYS	Action
Jonathan Test Merchant	Jonathan Test Sub ISO	ACTIVE	TSYS	
Jonathan Roman	jromanmerchant@valorpaytech...	(249) 503-5905		
05/16/22 10:56 AM (EST)	StoreCount: 1	DeviceCount: 4		
ISO/SubISO : Jonathan Test ISO ...				
				\$1,691.74 _{MTD}
				Last Txn Date: 05-23-2022

Merchant Management

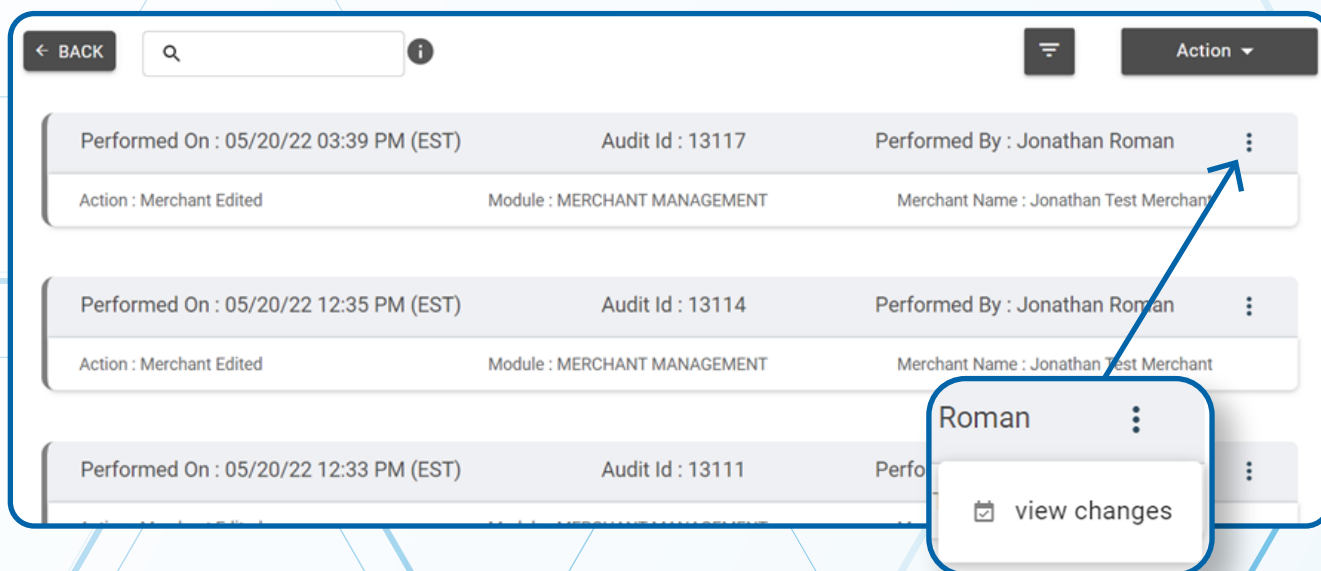
Step 3

After selecting Merchant, select **Vertical Ellipsis** on the top-right of the Merchant, followed by **View Audit Log**.



Step 4

To view changes done select the **Vertical Ellipsis** on the top right of the merchant and select **View Changes**.



Step 5

From here you can select **Changes** from the drop-down menu to view the changes made under Merchant Management.

 **Note:** In the example the surcharge has been updated from 9.999 to 3.500.

View Changes

Audit Id : 13117 Action : Merchant Edited
Performed By : Jonathan Roman Module : MERCHANT MANAGEMENT
Performed On : 05/20/22 03:39 PM (EST) APP : PORTAL

Event Data ▼

Changes ▲

Updated Changes ▲

OLD DATA	NEW DATA
STORE INFO	STORE INFO
STORE :: 7621	STORE :: 7621
EPI INFO	EPI INFO
EPI :: 2213666520	EPI :: 2213666520
PROCESSORINFO	PROCESSORINFO
SURCHARGEPERCENTAGE 9.999	SURCHARGEPERCENTAGE 3.500