



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 **Device 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)

\$1.15
Current Month
(Total Volume)

\$0
Current Day
(Total Volume)

\$0.02
Average Volume per day
(last 3 Months)

Current Month Transactions

Device Management

Step 3

Select the **Vertical Ellipsis** on the device associated with the **Merchant** you would like to edit. Select **Edit Parameters**.

The screenshot shows a list of devices for 'Lauren's Salon'. The first device has EPI: 2123000743, VER: 1.0.8, and Processor: FDR OMAHA. The second device has EPI: 2127942667, VER: N/A, and Processor: TSYS SIERRA. A blue circle highlights the vertical ellipsis menu on the first device, and a blue arrow points to a callout box containing the 'Edit Parameters' option.

Device Name	EPI	VER	Processor	Phone Number	Actions
Lauren's Salon	2123000743	1.0.8	FDR OMAHA	(875) 462-0807	⋮ Edit Parameters View HeartBeat View Pinpad Log View audit log Mark as Favorite
Lauren's Salon	2127942667	N/A	TSYS SIERRA	(875) 462-0807	⋮ Edit Parameters
Lauren's Salon	2229930789	N/A	Processor	(875) 462-0807	⋮ Edit Parameters

Step 4

Navigate to **Tip, Tax & Fee** section. Toggle **Enable Tip** to **YES**. Scroll down and select **Save**.

The screenshot shows the 'TIP, TAX & FEE' settings page. The 'TIP' toggle is highlighted with a blue box and a blue arrow. The 'TIP' toggle is currently set to 'YES'. Other settings include 'SMART TIP' (YES), 'TIP ON SCREEN' (YES), 'SERVER/CLERK SETUP' (YES), and 'CLERK MANDATE' (YES). There are also options for 'OPTION 3' (9%) and 'OPTION 4' (10%).

TIP YES NO

SMART TIP YES NO

TIP ON SCREEN YES NO

SERVER/CLERK SETUP YES NO

CLERK MANDATE YES NO

OPTION 3 9% OPTION 4 10%

Step 5

A **ParamDownload** will now be available for the device. Please perform a **Package Download** on the **Terminal to Enable Tip** by selecting **★ Button**, then **6. Download Package**, then **OK**.

