

**Woo** **COMMERCE**

# ValorPay Installation Guide



# GENERATING API KEYS

## OBJECTIVE

To perform any request on Valor virtual terminal, one should have the following credentials:

## APP ID

- API ID represents the merchant API; A merchant can create an APP ID using the Valor portal

## APP KEY

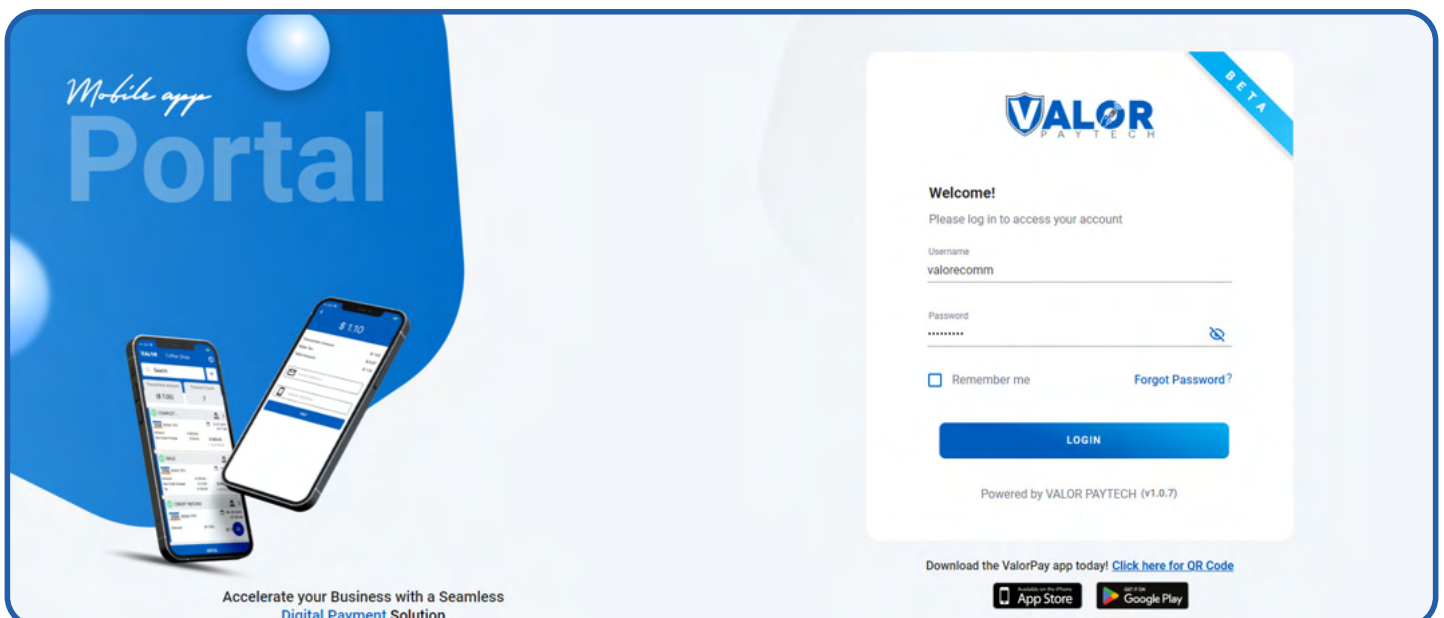
- APP KEY represents the EPI of the merchant, technically a merchant can have only one API ID but based on the count of the API KEY, a merchant can have several API KEYS
- Merchant can create their own API KEY using the Valor portal

## EPI

- Basically **EPI** is an **End Point Identifier**, Identify the device on valor infrastructure, any devices including virtual terminal will be identified as an EPI, typically its a 10 digit number start with 2.

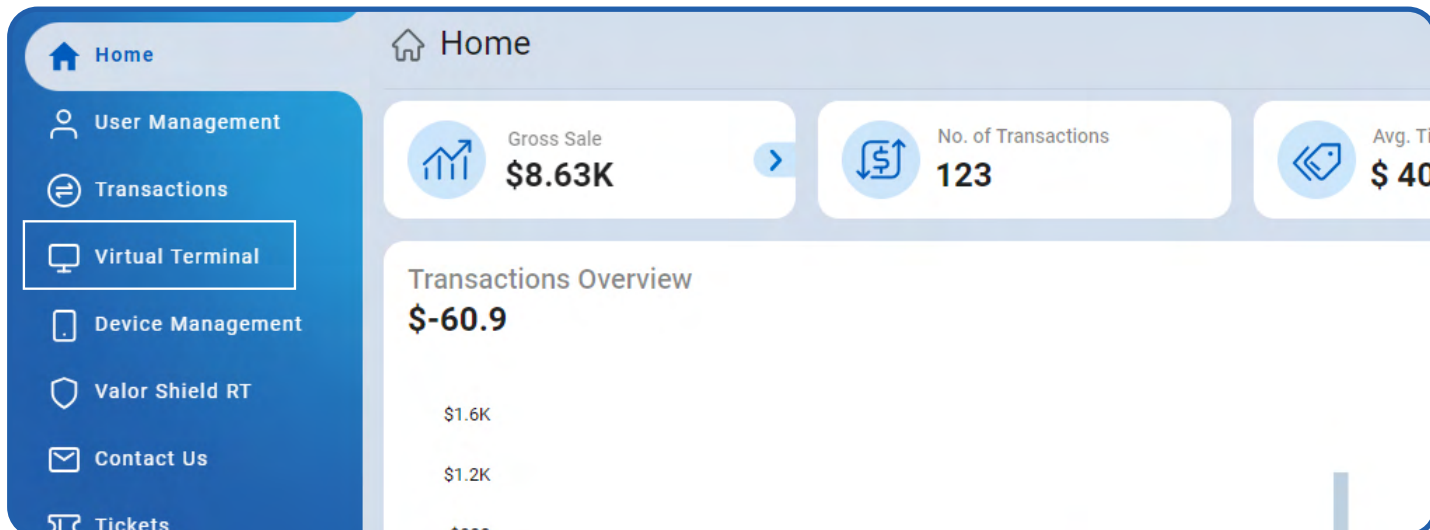
## STEPS TO CREATE APP ID AND APP KEY

### STEP 1 - Login to The Valor Portal

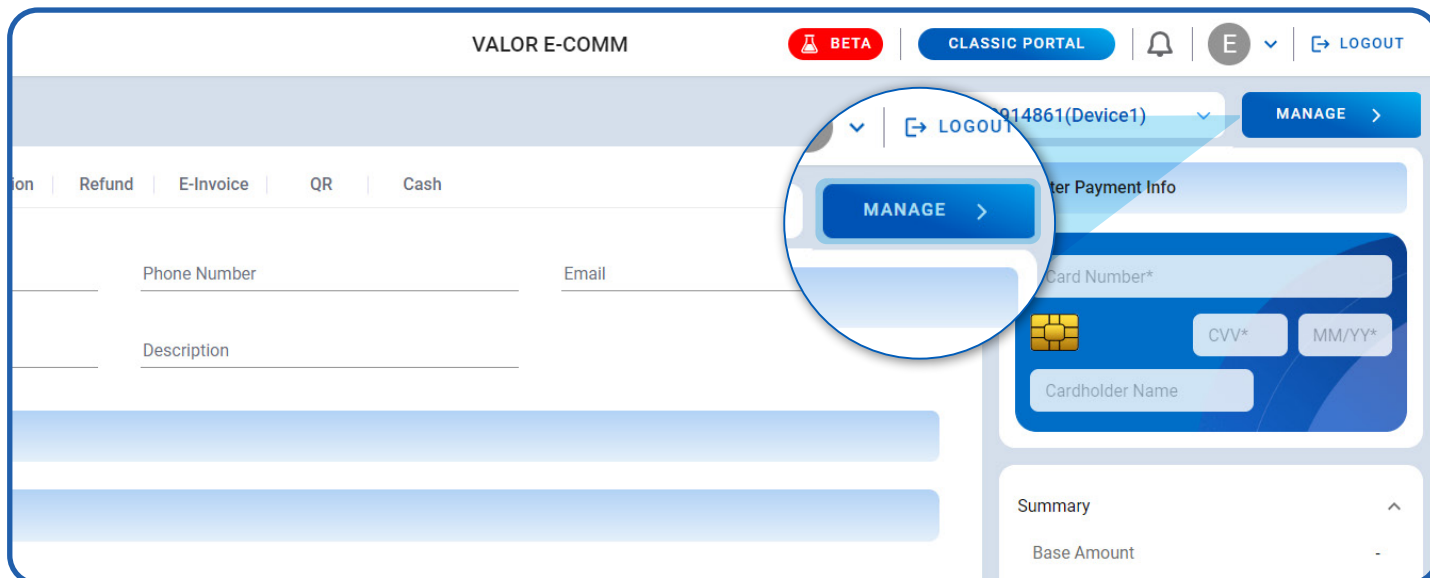


The image shows a composite graphic for the Valor Portal. On the left, there's a blue banner with the text 'Mobile app Portal' and two smartphones displaying the app interface. Below this, it says 'Accelerate your Business with a Seamless Digital Payment Solution'. On the right, there's a screenshot of the Valor Paytech login page. The page features the Valor logo, a 'BETA' badge, and a 'Welcome!' message. It prompts the user to log in with a username (valorecomm) and a password. There are checkboxes for 'Remember me' and a link for 'Forgot Password?'. A blue 'LOGIN' button is at the bottom. Below the button, it says 'Powered by VALOR PAYTECH (v1.0.7)'. At the very bottom, there's a prompt to download the ValorPay app from the App Store or Google Play.

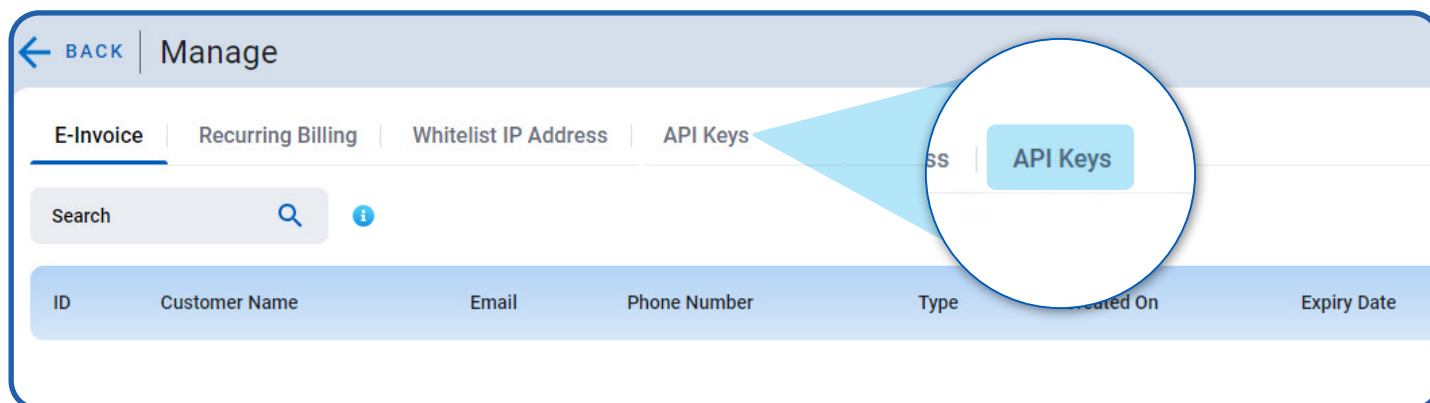
## STEP 2 - Click **Virtual Terminal** in menu



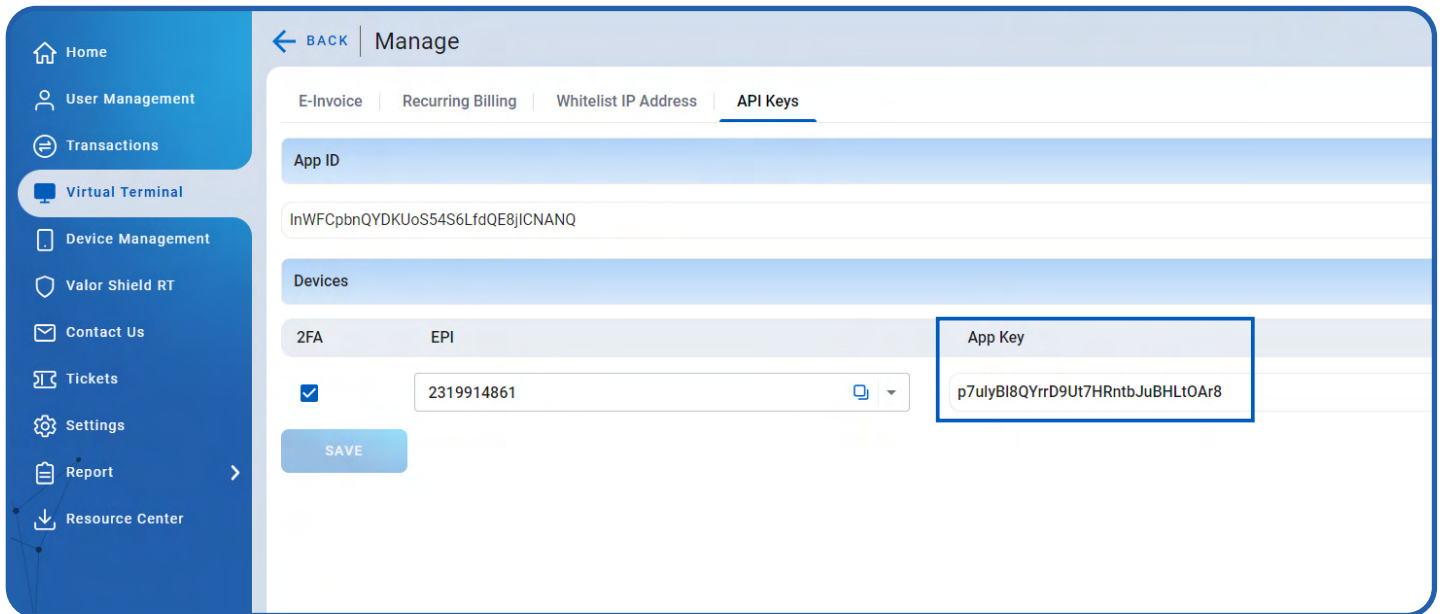
## STEP 3 - Click **Manage Button**



## STEP 4 - Select **API KEYS** Tab



**STEP 5** - Here you need to select the EPI to generate API Key.



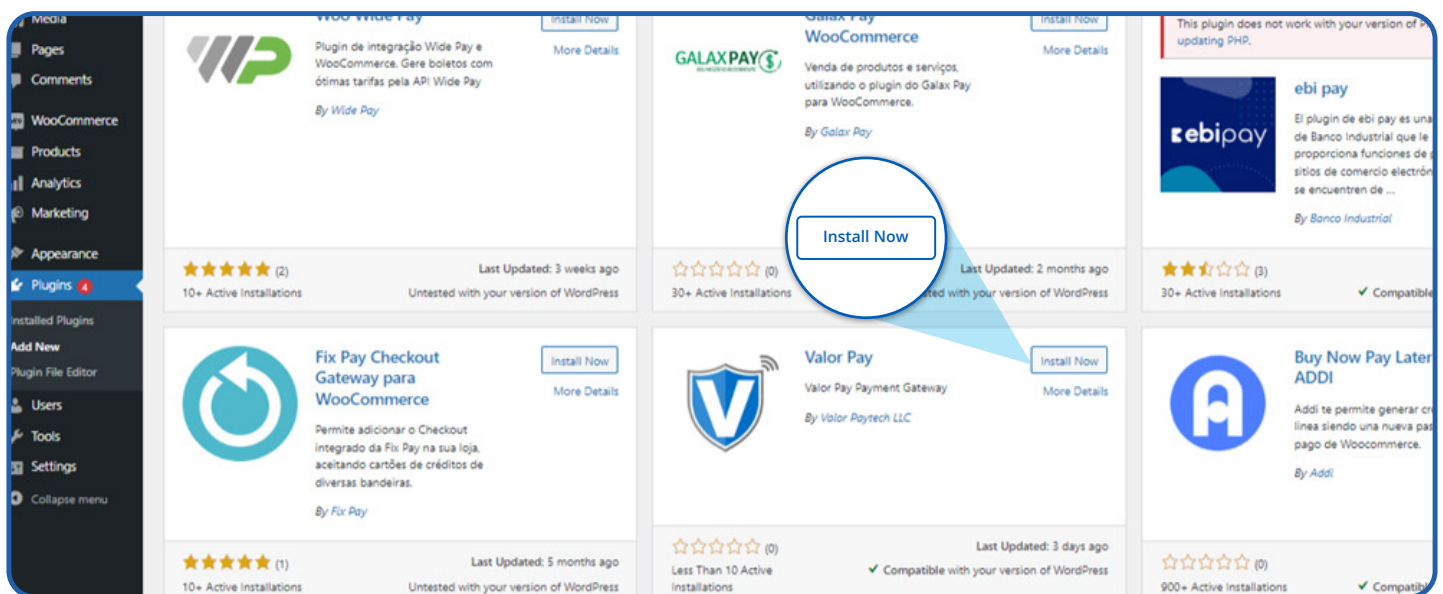
**STEP 6** - Enter these keys to the settings tab of the ValorPay application, choose your settings and click 'Submit'.

Once you installed WordPress extension use this credentials in the payment gateway configuration

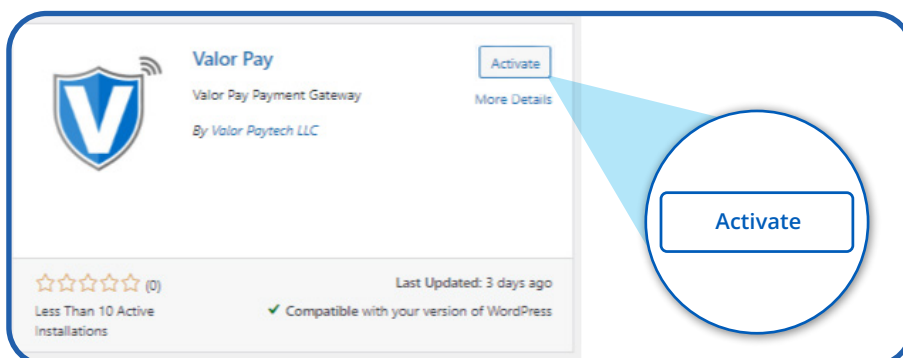
# INSTALL A PLUGIN USING WORDPRESS

## PLUGIN SEARCH

1. Log in to your WordPress dashboard by going to your website's domain followed by "/wp-admin". For example, "www.yourwebsite.com/wp-admin".
2. From the left-hand menu, click on "Plugins" and then click on **Add New**.
3. In the search bar at the top-right corner, type in the name plugin "**valor pay**".
4. Browse through the search results to find the **Valor Pay** you want to install. You can click on the **More Details** button to learn more about the plugin, including its features and compatibility.
5. Click on the **Install Now** button next to the plugin you want to install.



6. Wait for the installation process to finish. It usually takes a few seconds.
7. Once the installation is complete, click on the **Activate** button to activate the plugin.
8. In the **Installed Plugin** you can find the **Valor Pay** plugin.

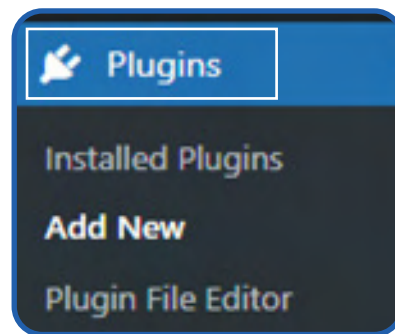


# TO MANUALLY ADD A PLUGIN TO YOUR WORDPRESS WEBSITE

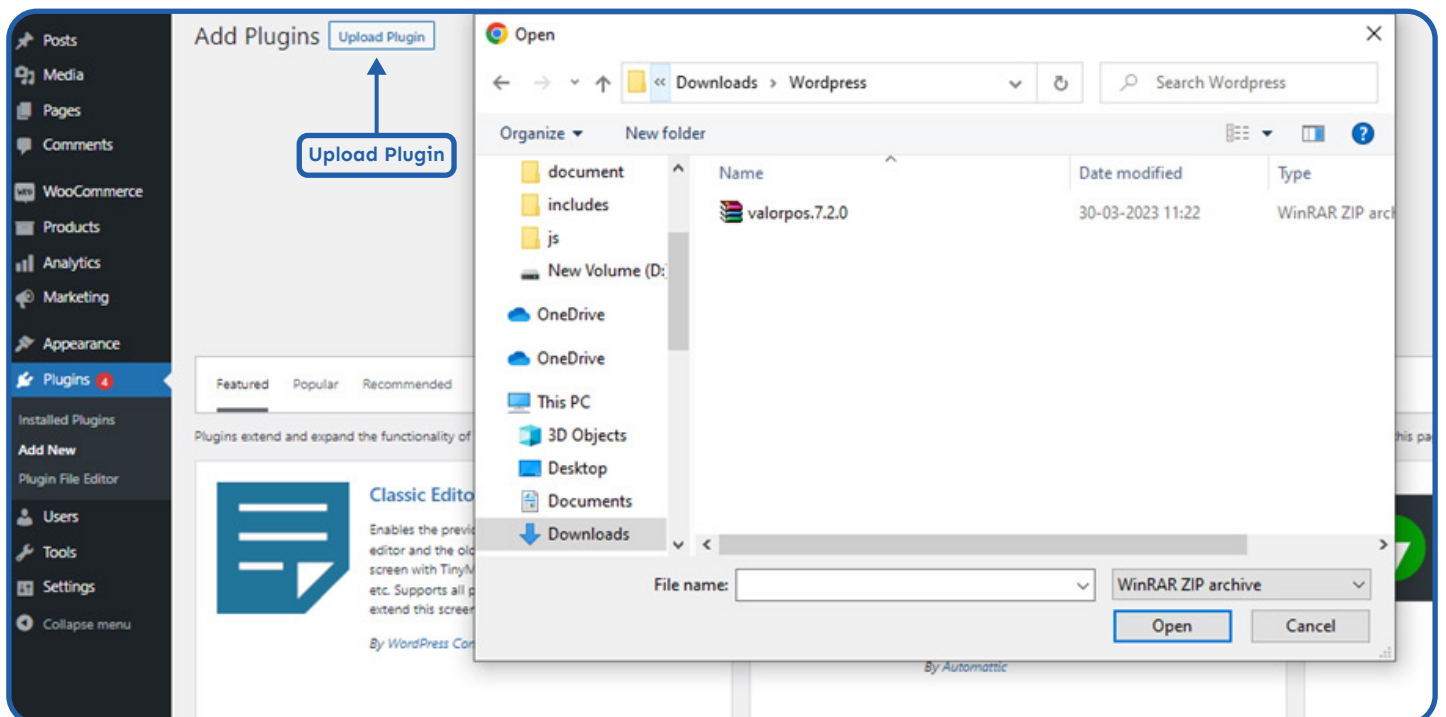
Once you have downloaded the plugin form [Valor Pay Plugin](#) . There are two methods to install a plugin in Wordpress, one using WordPress Admin Plugin Upload and another using FTP client.

## UPLOAD FROM ADMIN

1. Once you logged into your wordpress admin, Go to **Plugins > Add New**



2. Then click **Upload Plugin** and **Choose File**, Upload the plugin zip downloaded from the Wordpress plugin Marketplace.





3. Once file uploaded click **Install Now** and **Activate Plugin**

Installing plugin from uploaded file: wc-valorpay.7.0.1.zip

Unpacking the package...

Installing the plugin...

Plugin installed successfully.

[Activate Plugin](#) [Go to Plugin Installer](#)

## UPLOAD FROM FTP

1. Go to your wordpress root directory **<Wordpress Root Dir>/wp-content/plugins**
2. Upload the unzip Valor Pay plugin folder.
3. To activate the plugin go to wordpress admin panel **Plugins > Installed Plugins** and click **Activate**.

**Valor Pay** Adds the Valor Payment Gateway to WooCommerce.

[Activate](#) [Delete](#) Version 7.0.1 | By Valor Paytech LLC | [Visit plugin site](#)

## Plugin Configuration

To configure the Valor Pay plugin use any one of the below options.

- 1.To configure the Valor Pay plugin go to Settings from the plugin link

**Valor Pay** Adds the Valor Payment Gateway to WooCommerce.

[Settings](#) [Deactivate](#) Version 7.0.1 | By Valor Paytech LLC | [Visit plugin site](#)

- 2.Or go to **Woocommerce > Settings > "Payments" tab > Valor Pay**

Here you need to configure the APP ID, APP KEY and EPI. Refer to the **Generating API Keys** section to get APP ID, APP KEY and EPI from the valor portal.



### Valor Pay - we have got u cover [?](#)

Take payments via Valorpay.

Enable/Disable  Enable Valor Pay

Title  Valor Pay

Use Sandbox  Enable sandbox mode - live payments will not be taken if enabled.

APP ID   
Please email support@valorpaytech.com to get to know about your APP ID. ( In demo mode APP ID is not needed )

APP KEY   
Please email support@valorpaytech.com to get to know about your APP KEY. ( In demo mode APP KEY is not needed )

EPI   
Please email support@valorpaytech.com to get to know about your EPI ID. ( In demo mode EPI ID is not needed )

Payment Method

Surcharge Mode  Enable Surcharge Mode

## SURCHARGE MODE

Enable only if you want all transactions to fall on surcharge mode, Merchant must have got an Surcharge MID inorder to work.

## ADDRESS VERIFICATION SYSTEM (AVS)

The AVS configuration should be matched with the portal AVS configuration in your **Device Management**. Allowed options are **None**, **Zip Only**, **Address Only** and **Zip & Address**. Based on the payment method configuration Zip and address fields are displayed in the checkout page.

## PAYMENT FAILED TRACKER

To block Valor Pay payment method after a specific number of failed transactions. We use the Payment Failed Tracker. In the **Decline Transaction Count** we have a number of failed payment counts and in the **Block Payment For** we set the time to block the payment method.



### Payment Failed Tracker

Enable Protection

Disable the payment method in the checkout page for failed transactions. [Unblock IP](#)

Declined Transaction Count

3



Block Payment For

1 min



You can also manually unblock an IP by deleting the IP from the list. You can find the Blocked IPs list at the end of the Valor Pay settings page or Click the **Unblock IP** link below the Payment Failed Tracker to scroll down to the payment failed tracker.

### Payment Failed Tracker

IP	Failed Date	Failed Count	Blocked	Action
No failed payment				

# VALOR PAYMENT METHOD FRONTEND

Once the **ValorPay** Enabled and Configured we can view the payment Gateway in the checkout page. To process transactions we need to enter the Card information.

The screenshot displays a checkout page with the following sections:

- Billing details:** Includes fields for First name (Valor), Last name (Test), Company name (optional), Country / Region (United States (US)), Street address (9th Avenue), Apartment, suite, unit, etc. (optional), Town / City (New York City), State (New York), ZIP Code (10001), Phone (9876543210), and Email address (support@valorpaytech.com).
- Your order:** A table showing the order summary:

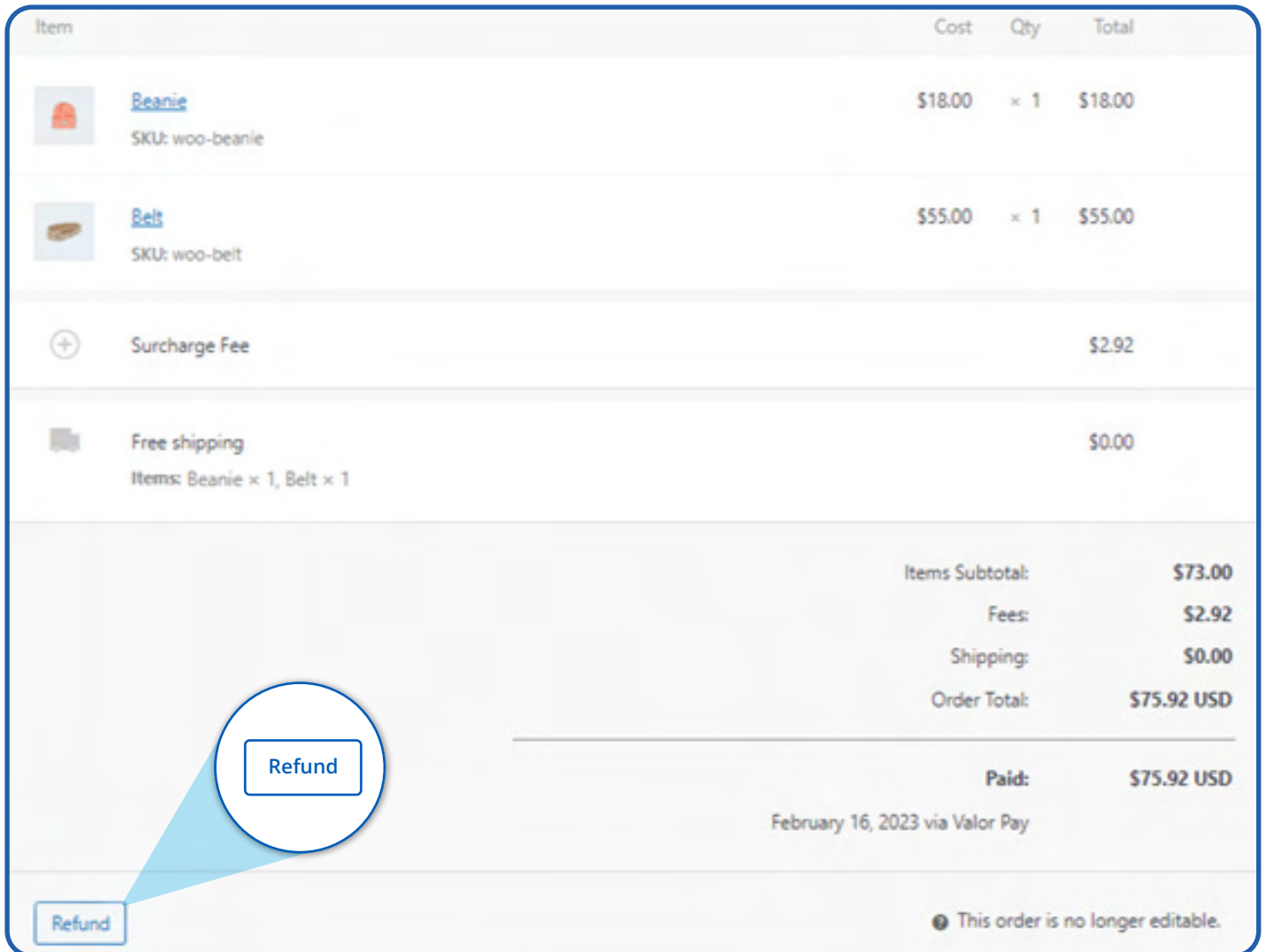
Product	Subtotal
Test product × 1	\$1.00
<b>Subtotal</b>	<b>\$1.00</b>
<b>Surcharge Fee</b>	<b>\$0.05</b>
<b>Total</b>	<b>\$1.05</b>
- Payment options:** Includes the Valor Pay logo and icons for American Express, Mastercard, Visa, Discover, and iDEAL.
- Card information:** Fields for Card number (masked), Expiry (MM/YY), and Card code (CVC).
- AVS Fields:** Fields for Zip Code and Street No.
- Additional information:** A field for Order notes (optional).
- Privacy notice:** A text block stating that personal data will be used to process the order and for other purposes described in the privacy policy.
- Place order:** A prominent black button at the bottom right.

Based on the Surcharge configurations fee is displayed in the frontend checkout page.





# REFUND USING VALORPAY

Follow below steps to refund an order

1. Login into Wordpress Admin.
2. In admin menu select **Woocommerce** > **Orders** and select the order which you want to refund.
3. Click the refund button in the left below corner of the order items section.



The screenshot displays a WooCommerce order summary. The items section includes:

Item	Cost	Qty	Total
 <b>Beanie</b> SKU: woo-beanie	\$18.00	× 1	\$18.00
 <b>Belt</b> SKU: woo-belt	\$55.00	× 1	\$55.00
 <b>Surcharge Fee</b>			\$2.92
 <b>Free shipping</b> Items: Beanie × 1, Belt × 1			\$0.00

Summary section:

Items Subtotal:	\$73.00
Fees:	\$2.92
Shipping:	\$0.00
<b>Order Total:</b>	<b>\$75.92 USD</b>
<b>Paid:</b>	<b>\$75.92 USD</b>

February 16, 2023 via Valor Pay

This order is no longer editable.

A callout bubble highlights the **Refund** button in the bottom left corner of the items section.

4. Enter the Refund Amount or use the Qty to refund a specific amount of item.

Item	Cost	Qty	Total
<b>Cap</b> SKU: woo-cap	\$16.00	<input type="text" value="3"/> × 3 <input type="text" value="1"/>	\$48.00 <input type="text" value="16"/>
<b>Belt</b> SKU: woo-belt	\$55.00	<input type="text" value="1"/> × 1 <input type="text" value="0"/>	\$55.00 <input type="text" value="0"/>
<input type="checkbox"/> <b>Surcharge Fee</b>			\$4.12 <input type="text" value="0"/>
<input type="checkbox"/> <b>Free shipping</b> Items: Cap × 3, Belt × 1			\$0.00 <input type="text" value="0"/>

Restock refunded items:

Amount already refunded: -\$0.00

Total available to refund: \$107.12

Refund amount:

Reason for refund (optional):

5. Then Click the **Refund via Valor Pay** and it will show you a popup to enter the OTP for refund. **Note:** OTP sent to merchant email and phone number.

### Two Factor Authentication ✕

Enter OTP  OTP Expires in 00m : 39s

OTP sent to your registered Email Address supp\*\*\*@valorpaytech.com and Mobile Number \*\*\*\*\*3210

6. Once the OTP entered and submitted, based on the response Success or Failure message is shown.

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