WOO COMMERCE
ValorPay
Installation Guide

Valor
PAYTECH

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
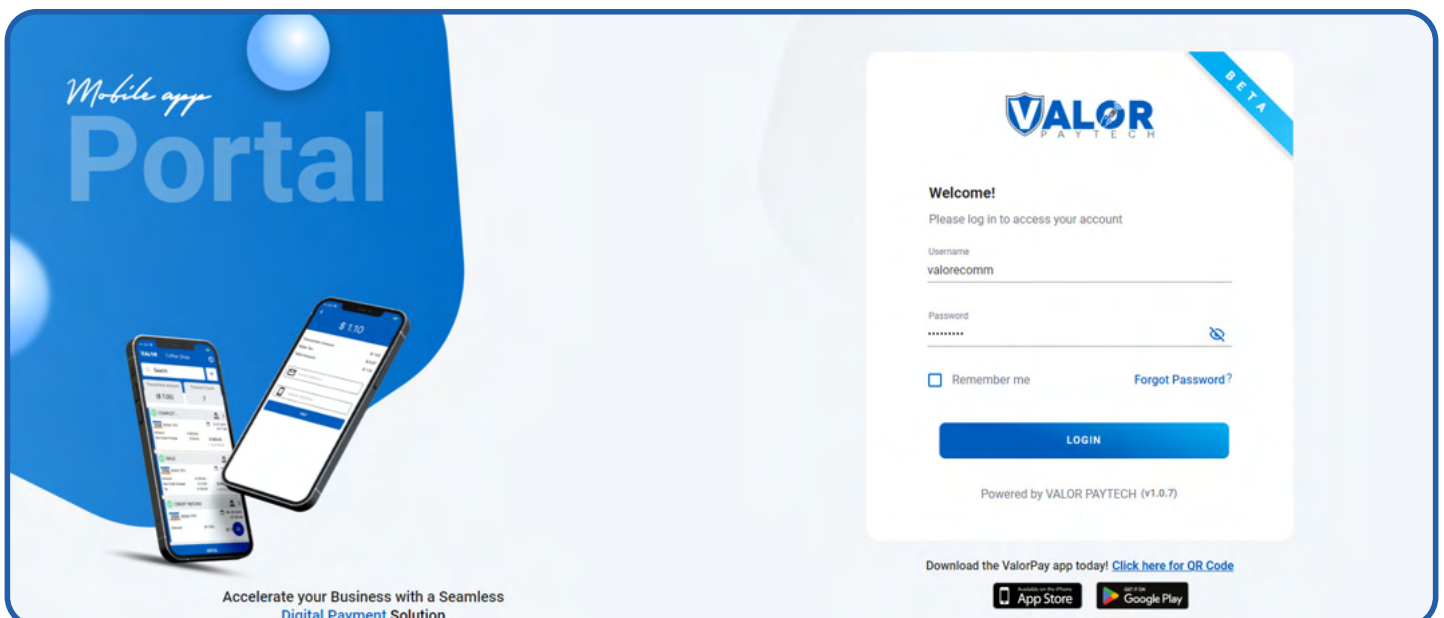
APP KEY

- 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.
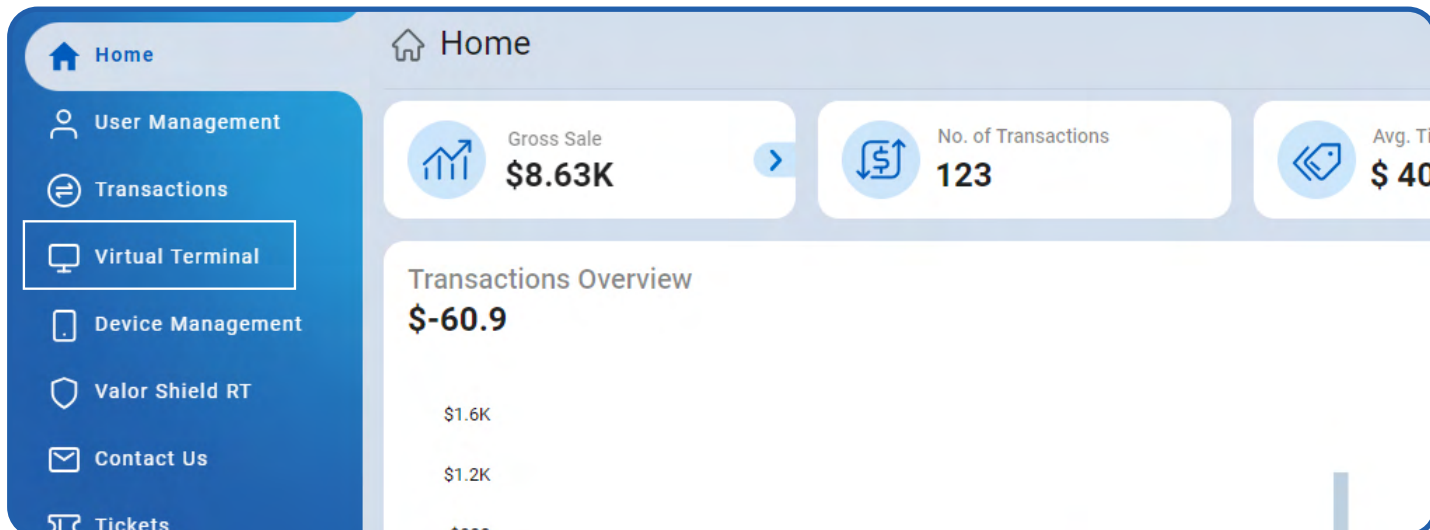
STEPS TO CREATE APP ID AND APP KEY

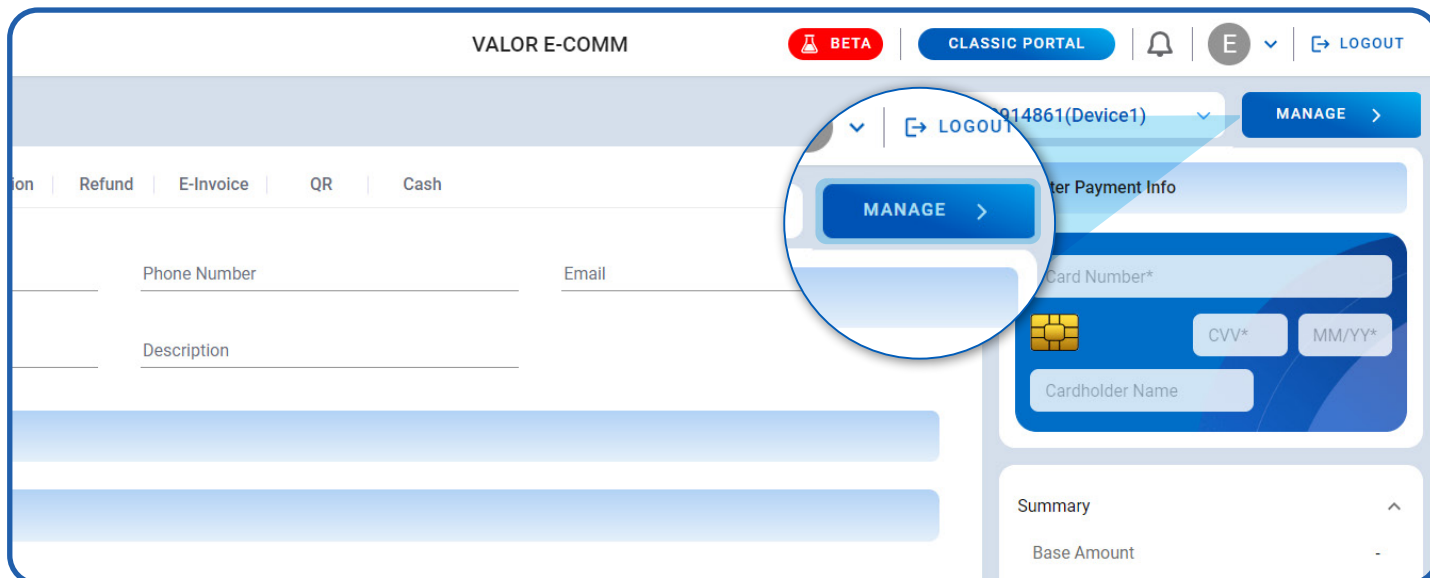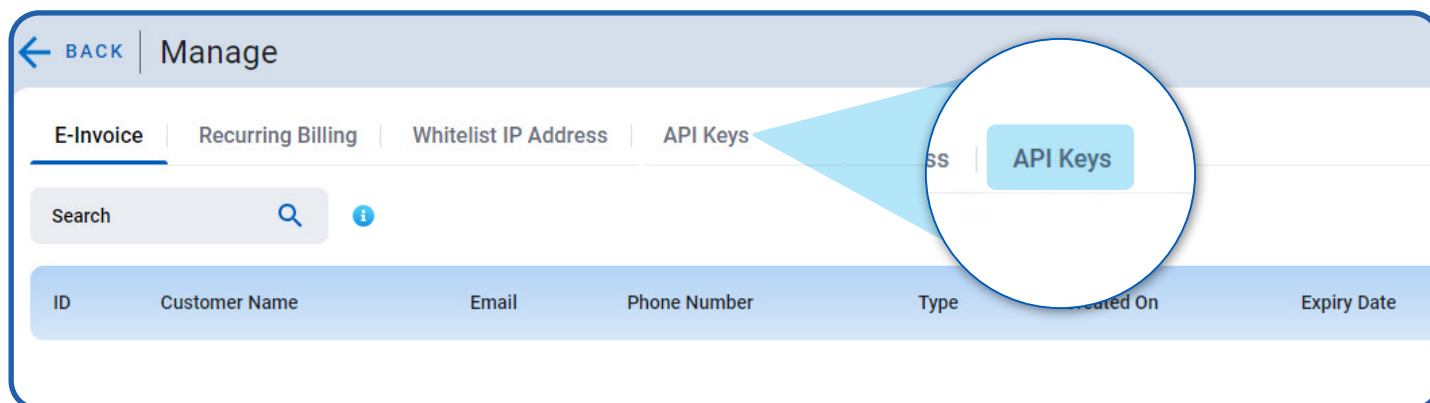**STEP 1 -** Login to The Valor Portal
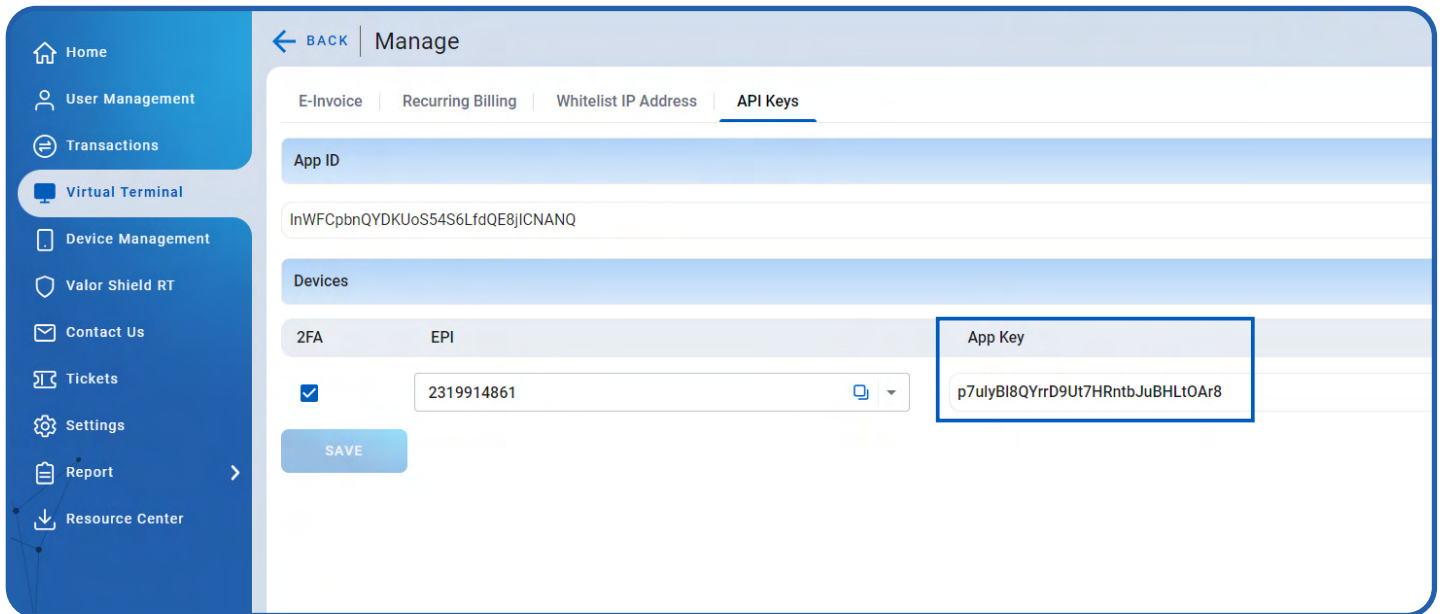
STEP 2 - Click **Virtual Terminal** in menu

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
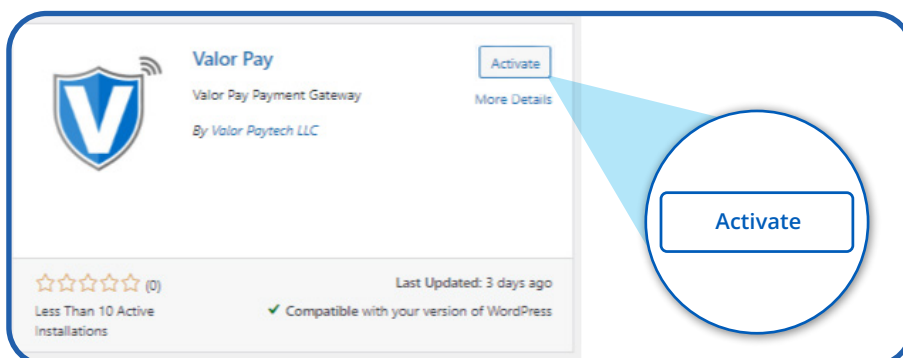
INSTALL A PLUGIN USING WORDPRESS PLUGIN SEARCH

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.
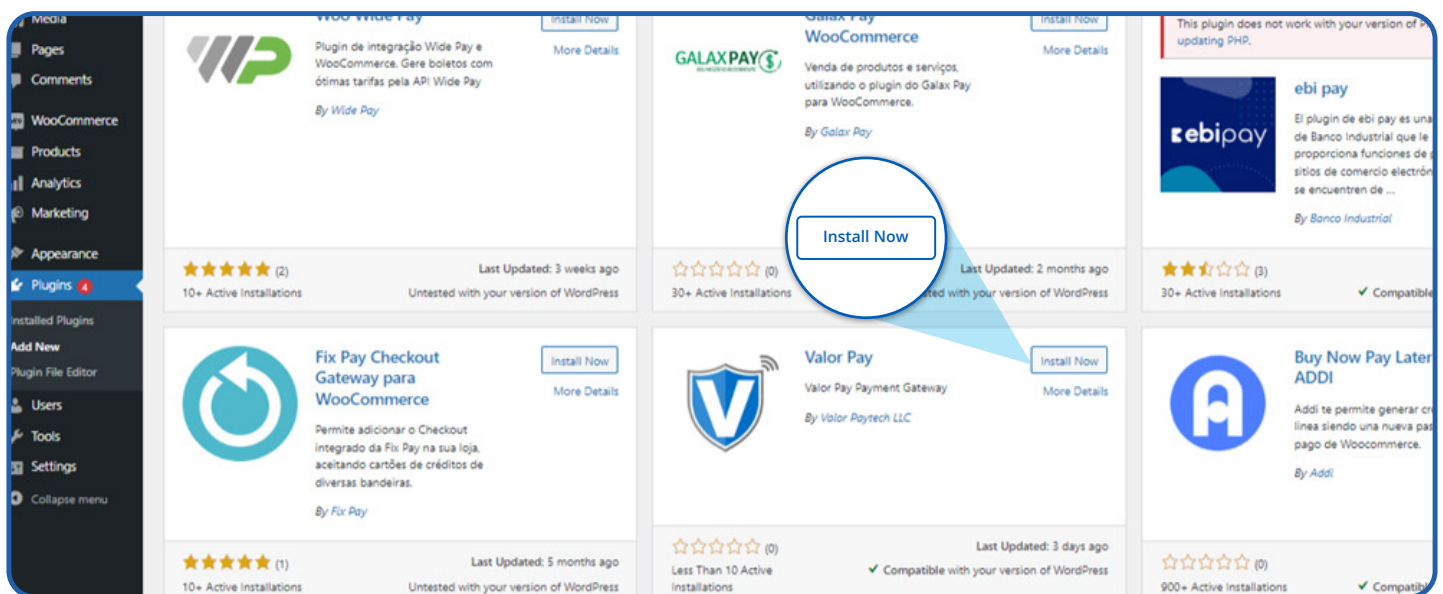
6. Wait for the installation process to finish. It usually takes a few seconds.

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.
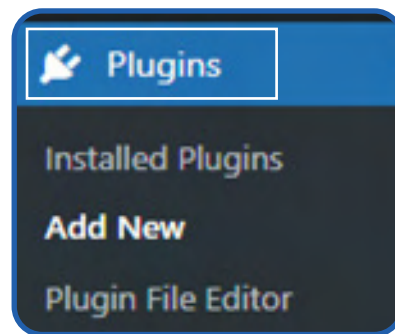
TO MANUALLY ADD A PLUGIN TO YOUR WORDPRESS WEBSITE

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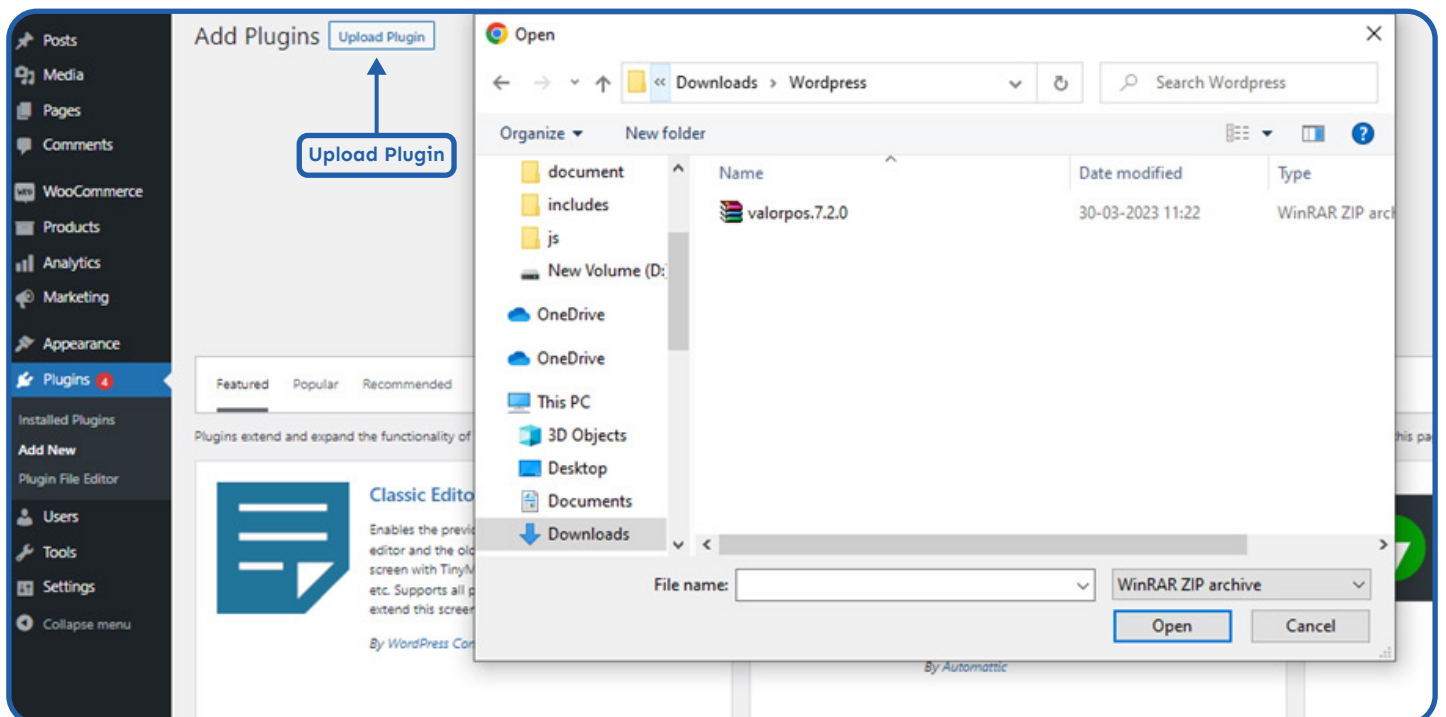
3. Once file uploaded click **Install Now** and **Activate Plugin**

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.

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.

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.

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.

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.

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

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.

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

THANK YOU

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THE FUTURE OF PAYMENT TECHNOLOGY

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