

## 14-0034-EN-How do I update my contact details?

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Created On: 02 Jul 2007 12:00 AM

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On the checkout page there is a heading that says "You are buying from My Website" there is also a details link shown below this. Clicking on the details link will show the contact details for your website. These details will be taken from the visible fields on your contact page.

You are able to change these details by doing the following:-

1. Open your website using the ShopFactory editor.
2. From the Menu choose Properties => Contact Details.
3. The Contact page will open (this page allows you to enter a Page Introduction and Description) Update this if relevant and then Please click on the next button.
4. You may see a pop up window giving you information about contact information and the law. You should read this then click on OK.
5. The page properties Wizard will be shown and you can update any of these fields. Please note if you are using a GlobeCharge account and you change the email (for orders) you will need to update this in your GlobeCharge account as well.
6. Please click on the next button. You will see a list of all of the fields in the contact details. You are able to use the arrows on the right to change the display orders of the fields or use the hidden option at the top of the screen to hide the field.

More information on this is available in the article below

<http://www.faq.shopfactory.com/article-794.html> Once you have completed these steps you will need to Publish (upload) your website again.