1-0001-EN-Register ShopFactory with a new activation ke...

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1: Register ShopFactory with a new activation key and generate a new ShopFactory account

- To activate ShopFactory, select "*I have an activation key*" option
- Enter your new activation key -> click *Continue*

- At the Account Settings section, select your Currency and update your ShopFactory hosting address if needed

- Click *Continue*
- Your new ShopFactory account details will be displayed. Click *Finish* button
At this stage, an "Account Created" email will be sent out to your inbox. Keep a copy of your ShopFactory account details. You can change your password at a later stage by clicking on MY ORDERS in ShopFactory Central page -> *Account* -> *Profile*. When you run ShopFactory software again, it will ask you to register the software again. You'll have to enter your existing username and new password (see item #3 below).
Note: If you have inadvertently generated a new account instead of converting your existing account as specified in item #2 below, please contact registrations@3d3.com and request to cancel the new account and convert your existing account instead - provide your old username so it will be quicker for SF Support to assist you.

2: Register ShopFactory with a new activation key and then convert an existing account

(*Note:* Activation key can only be used once. If you have previously generated a ShopFactory username and password, then you need to register using the "*I have a username and password*" option - *follow steps in item #3 below*)

- To activate ShopFactory, select "*I have an activation key*" option
- Enter your new activation key -> click *Continue*

Important: Select then 2nd option "Update an existing account"
- Enter your existing username and password

- Click *Continue*

- Click *Finish*
If you have forgotten your pasword, you can reset your password via this link,
https://tc.shopfactory.com/html/en-us/new_lost_password.html

3: Register ShopFactory with an existing username and password

- To activate ShopFactory, select "*I have a username and password*" option
- Enter your existing username and password
- Click *Continue*
- Click *Finish*

If you have forgotten your pasword, you can Reset your password via this link,
https://tc.shopfactory.com/html/en-us/new_lost_password.html

Update your shop with using your new or existing account

You can now create new shop project or update your shop with the active SF account details -
- Click ShopFactory Cloud menu -> Change ShopFactory Cloud account for this shop

Ensure your shop is using the correct account details, enter your active username and password

- Click OK
- Go through the Payment methods accepted wizard from the SF Central dropdown -> click Next ->
Next -> until Finish.
- Publish your shop again so the changes are uploaded online (Publish -> Publish website on the
net -> Publish)