

## 4-0006-EN-Accepting payments using 'Free Order Processi...

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1. Open your shop in ShopFactory 7 or v8 Pro or v8 Gold fixed versions
  2. Select Properties menu -> Payment Methods Accepted
  3. Click Next button on the first window of the Payment Wizard
  4. Select the first option "Free Order Processing by ShopFactory" and click Next button
  5. Read the Terms & Conditions and tick "*I accept the terms andconditions*" box and then click Next button
  6. Since you selected the free SSL service of ShopFactory, you do not need an account name so simply click the Next button (if you are manually processing credit card payments, you must setup PGP settings &ndash; tick the box on this screen and refer to separate [FAQ article](#))
  7. Now select the payment types you want to accept, remember that if you want to manually process credit card payments you must have a "merchant account" with a bank; you should be able to enter credit card details on your merchant terminal and more importantly, you have setup PGP encryption correctly. Click the Next button
  8. Make sure the payment types selected are correct. You can also enter a surcharge for any credit card types you accept. Once you have finished, click Next (otherwise Click Back)
  9. Now click the box "I do not require additional services" if you do have a GlobeCharge account, (otherwise you will need to upgrade to the latest ShopFactory version 9 and this is setup differently), then click the Next button
  10. This finishes the process so click FINISH.
- Important:** Save and preview your shop. Publish your shop again.