

## 4-0011-EN-How do I setup my GlobeCharge account? Only a...

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Created On: 09 May 2007 12:00 AM

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1. Click on Properties menu and select the Payment methods accepted option.
2. The payment Wizard will start. Please click on Next button.
3. Please select GlobeCharge as the payment service then click Next.
4. Please click Next as shown on the screen below.
5. Please accept the terms and conditions and click Next.
6. S elect "I want to set up a new GlobeCharge account" and click Next.
7. Select from the list of services, Thereare two types of GlobeCharge account, these are Free GlobeCharge account andGlobeCharge Business Plus account.  
ForFree GlobeCharge account, tick &ldquo;GlobeCharge (free)&rdquo;
- ForGlobeCharge Business Plus account, tick &ldquo;GlobeCharge Business Plus&rdquo; this willcost you US\$ 89.70 quarterly.
8. Enter your details and click next. For GlobeCharge Business Plus account, complete your payment details for payment.  
Your GlobeCharge account details will be sent to your email.
9. When you have successfully signed up for a GlobeCharge account, you may log-in to [www.globecharge.com](http://www.globecharge.com) using your personal GlobeCharge details.
10. When you have logged-in, click &lsquo;Settings&rsquo; => &lsquo;Payment Methods Accepted&rsquo; => choose the Payment System you want. To set up each selected payment system, you must provide the required information. If a payment system requires a merchant ID or username before it can process payments, please fill in these details in GlobeCharge - not in your shop software.