

## 4-0016-EN-Setup up Payment Methods for Customer Members...

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You this setup only if you have a Customer Membership account without Online Order Management.

1. Open your shop in ShopFactory.

2. Click Properties menu -> Payment Methods Accepted 3. The following Screen will display

4. Click the Next button 5. The Payment Methods Selection window will display 5. Click the Free Secure Order Processing by ShopFactory option and click the Next button 6. The next page is the "terms & conditions", Please take time to read them. When you have read them click "I accept the terms and conditions" box and Click Next. 7. The next window will display

8. Enter your GlobeCharge account name in the field Services Account Name and click on "i wish to use PGP encryption for my orders" then Click Next 9. On the next screen, Paste the Public PGP key you copied from Sales Manager and Click Next (see this article for more info on this -

<http://sf7.santu.com/kb/article-57.html> ) 10. Now choose the payment types you wish to accept in your shop and Click Next 11. The next screen allows you to add any surcharges for the different payment types, edit these as desired and then Click next 12. The next window will display

13. Click "I do not require additional services" and Click Next 14. Now you have completed the setup process so Click the Finish button to save your changes. 15. Now you can select Services and see that Setup Customer Membership Accounts.. option has been enabled and Ticked.