# 4-0025-EN-How so I setup ShopFactory to use my GlobeCha...

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## ShopFactory

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1. Open Up Shop Factory   2. Click on Properties => Payment Methods Accepted from the Menu   3. The following Screen will display

4. Click Next on the screen above   5. Now the Payment Selection window will display, select the 2nd option "GlobeCharge Paypro" from the list and click the Next button

6. Next you will get a GlobeCharge information window, Click Next   7.The next page is the "terms & conditions", Please take time to readthem. When you have read them click "I accept the terms and conditions"box and Click Next   8. The window below will appear where you enter your GlobeCharge details

9. Choose 2nd Option "I want to use my existing GlobeCharge account". Enter your UserName and Security ID - These were emailed to you when you signed up for a GlobeCharge account. Then click Next   10. On the Next window Click on the Finish button

11. Now you just need to setup your GlobeCharge account.  see the article below:-

http://globechargefaq.santu.com/article-40.html