

4-0002-EN-Setup Payment Methods Accepted in ShopFactory

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Created On: 28 Mar 2010 12:00 AM

1. Open your shop in ShopFactory editor.

Note: ***If you have a rental ShopFactory Total Care account you are entitled to a free upgrade to the latest version, i.e. ShopFactory V12.***

(Click [here](#) to see the latest ShopFactory release.)

2. Click on the **Total Care** menu -> select “**Change Toal Care account for this shop** ” (as shown in the screenshot below).

3. Enter your ShopFactory Total Care username and password -> click OK. (*Password is case sensitive*)

Username:

Password:

4. Click **Central** dropdown button -> **Payment Methods Accepted**

Then refer to our Knowledgebase article below:

4-0079-EN-Setup manual payments and realtime payment methods

http://support.shopfactory.com/kayako/index.php?_m=knowledgebase&_a=viewarticle&kbarticleid=4392&nav=0,78

5. Save and preview your shop.

6. Place a test order to ensure that you can complete checkout.

7. Publish your shop so that the changes are uploaded online.

Your shop can now accept online orders.