

## 1-0001-NL- Heractiveren ShopFactory Total Care met een ...

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There are 3 scenarios when activating your copy of ShopFactory. Please carefully consider which option should you use:

- A) Register ShopFactory with an activation key and then convert an existing/old SF Total Care or GlobeCharge account
- B) Register ShopFactory with an activation key and generate a new account
- C) Register ShopFactory with an existing username and password

A) **Convert an existing account with a new activation key:** upgrade an existing GlobeCharge account or old SF Total Care account

- Install ShopFactory (you can download the latest build from <http://www.shopfactory.com/contents/en-us/d18.html>)

- Open your shop in ShopFactory

- Click HELP menu -> REGISTER

- Enter your New ACTIVATION KEY

(Note: Activation key can only be used once. If you have previously generated a ShopFactory username and password, then you need to register using the "*I have a username and password*" option.)

- Click "Continue" button

- **IMPORTANT:** Select the 2nd option "UPDATE AN EXISTING ACCOUNT"

- **Enter your existing Total Care/GlobeCharge username and password**

- Click "*Continue*" button

- Click Finish

B) Register ShopFactory with an activation key and generate a new account

- Enter your New ACTIVATION KEY
- Click *Continue*
- At the "**Account Settings**" section, select your "*Currency*" and update your ShopFactory hosting address
- Click *Continue*
- Your new ShopFactory account details are displayed. Click Finish

### C) Re-activate ShopFactory with your existing username and password

- Open your shop in ShopFactory
- Click **HELP -> REGISTER**
- At the subscription setup dialog, select the 3rd option "**I have a username and password**"
- Enter your existing ShopFactory username and password, as shown in the below screenshot:
- Click *Continue*
- Click *Finish*

As soon as your shop has been opened, click "Total Care" menu -> Change Total Care account for this shop

Ensure it's using the correct username and password

- Click OK