4-0080-EN-Setup Manual payment methods to my existing T...

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If you have previously setup an automated payment gateway such as PayPal without choosing Manual payment methods in your shop, Manual payments list would have been "Turned off" so you need to go back to the payment setup wizard.

1. Open your shop in ShopFactory
2. Click on Properties -> Payment Methods Accepted
3. Tick "*I want to approve some payment methods myself*" checkbox.

4. Scroll down and click on the 'Next' button

5. Now chose the manual payment options you want to accept by ticking the box next to the payment type. (see example below)

6. Once finished click on the Next button.
7. On the next window it will review the payment types you want to accept, you can sort the payment methods' order of display at the checkout page by clicking the up/down arrow per payment method. 8. Click Finish. 9. Save and preview your shop -> Place a test order to see the payment methods you accept at the checkout page.