

4-0099-EN-Set up Gift Card as a payment option in my sh...

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Note: The "Gift Card" payment option can only be enabled if you have a paid Total Care/GlobeCharge account.

Gift Card payment option is a simple, cost-effective way to increase sales and allows shops to provide more payment options to their customers. Merchants can have these gift cards branded with their company name/logo, however, this must be organised through a payment provider. This gift card can then be used to purchase from your shop. You need to ensure your terminal can process the Gift card number. Please contact your bank or payment provider first as to how a gift card can be accepted and processed on your merchant terminal. An example would be Moneris Gift Card Program. *How does this work?* A customer makes a purchase -> proceeds to the Checkout page -> selects "Gift card" as payment option -> enters "Gift Card Number" and PIN/Security number -> completes the checkout process.

An Order notification email is sent to the merchant. This contain a “**payment_details.txt**” attachment with the Card number and PIN in it. While in Total Care Order details page, it will show the complete Gift card number and the PIN. The merchant will then manually process the Gift card number via their merchant terminal.

How to setup

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. Choose the manual payment options you want to accept by ticking the box next to the payment type including "**Gift Card**". (see screenshot below)

6. Once finished click on the *Next* button.

7. On the next window, you will see a summary of 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.