

4-0091-EN-How to define Order of Payment methods Displa...

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Your ShopFactory Total Care account allows you to setup multiple payment methods, which includes a combination of Manual and Realtime payment methods. *If you are using a free Total Care account, then you can only enable one realtime payment and several manual payment options.*

Refer to the steps provided below to setup payments in your shop and sorting the display of payment options at checkout:

1. Open your shop in ShopFactory

(If you are using an older version of ShopFactory, such as V6, V7 or V8 fixed and you have a GlobeCharge account - you need to also login to www.globecharge.com with your Globecharge username and password -> Settings => Payment Methods Accepted)

2. Click on **PROPERTIES -> Payment Methods Accepted**

3. Choose your Country in the drop down box as well as your currency (this must be the same as the primary currency in your shop) .

4. Tick "I Want to approve some payment methods myself" since you want to enable Manual payment methods

5. Enable the realtime payment/s you want from the Select Payment Services screen 6. Click Next 7. Enter payment settings for all the methods you want to accept and click the Next button

8. The next window will show all the payment options you want to accept and the currencies for each payment type. **Sort the payment methods display by clicking the up/down button.** 9. Click Finish to accept these settings and Save. 10. These payment methods will now appear at the checkout page of your shopping cart.