

## 4-0009-EN-Accepting payments using my GlobeCharge Onlin...

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ShopFactory

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### **2 settings required - in your GlobeCharge account & also in your shop project in ShopFactory separately**

In GlobeCharge interface:

- 1 Login to [www.globecharge.com](http://www.globecharge.com) with your account details (you received these in an email with username and password)
2. Set up your email address to accept orders in GlobeCharge - Select from Settings menu => **Account Settings** - make sure Email (for Orders) is correct, as well as other information and click the **Submit** button to save to database
3. Register your Shop
  - a) Select **Settings** menu -> Register Shop Details from the menu
  - b) Enter the URL of your online shop and click Submit
4. Setup your Payment Methods in GlobeCharge
  - a) Select the **Settings** menu => **Payment Methods Accepted** and follow the steps.
    - If you select Yes for automatic payment processor you will need to have an account with that automated payment processor such as PayPal.
    - Make sure you select the currency that matches ShopFactory, once set it cannot be changed in GlobeCharge For more information, please refer to our FAQ article provided below.  
[http://support.shopfactory.com/kayako/index.php?\\_m=knowledgebase&\\_a=viewarticle&kbarticleid=9](http://support.shopfactory.com/kayako/index.php?_m=knowledgebase&_a=viewarticle&kbarticleid=9)

That is all you need to do in GlobeCharge, now you need to setup ShopFactory

In ShopFactory:

1. Open your shop in ShopFactory. Click **Properties** -> Contact Details.  
Make sure you selected your Country and entered a valid email address at the Email (for Orders) field as a minimum, all other fields are optional.
2. Follow instructions in this document to setup ShopFactory, click the link below to view it.
  - Save and preview your shop. - Place a test order to see if it works. - Remember to save and

republish your Shop so that the changes are uploaded online.